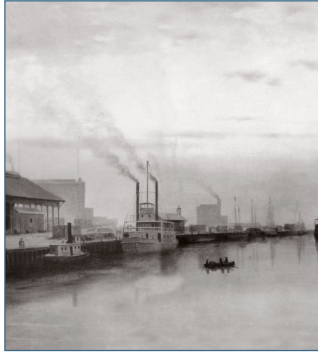


SAN JOAQUIN COUNTY OCCUPATIONAL OUTLOOK 2001-2002



This publication is a product of the California Cooperative Occupational Information System (CCOIS), sponsored by the San Joaquin County WorkNet System, the State of California Employment Development Department, and the California Occupational Information Coordinating Committee.



STOCKTON CHANNEL

by William Alexander Coulter

The spirit of the grain trade is captured in William Alexander Coulter's 1884 painting of the Stockton Channel, looking west from El Dorado Street Bridge. Steamboats and other vessels fill the waterfront. On the south bank, the Sperry and Crown flour mills, along with the Stockton & Copperopolis Railroad Depot are visible in the soft glow of twilight.

Coulter was a noted marine painter who was largely self-taught. He was born in Ireland and went to sea for seven years at the age of 13. He began painting on board ship and continued to paint after his arrival in San Francisco in 1869. He died in 1936.

This year's cover art, Coulter's painting of the Stockton Channel, is presented under agreement with the Haggin Museum, an art and history museum located in Stockton's Victory Park.

ACKNOWLEDGEMENTS

For their contribution to this report, the Workforce Investment Board of San Joaquin County would like to thank:

- The employers who completed over 350 questionnaires and responded to our interviews during the 2001/2002 survey cycle.
- The educators, trainers, union representatives, and other "community intermediaries" for their response.
- The LMID/CCOIS staff: Marta Adint-Weeks, Site Analyst; Pedro Gomez, Contract Analyst and Fernando Pina, Unit Manager.
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- Karen Groupe, CCOIS Project Manager.





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INTRODUCTION

The information presented in this Occupational Outlook Report (OOR) was collected and analyzed through a partnership between state and local agencies between January, 1998 and February, 2002. Staff of the San Joaquin County Workforce Investment Board (WIB), with assistance from the California State Employment Development Department (EDD) Labor Market Information Division (LMID), prepared this material.

The goal in gathering labor market information is to match the labor needs of employers with the skills of job seekers and to provide occupational information to firms that want current classification of wage scales and employment trends for economic development purposes. The LMI program helps to accomplish these tasks by providing specific, localized and current information that can be used by local users, including employers, trainers, educators, economic development organizations, and job seekers to make better training and labor market decisions. Some possible uses are listed below.

- **Career Decisions:** Career counselors and job seekers can make informed choices based on skills, abilities, interests and educational occupation requirements. The localized information is easy to read and includes employer requirements and preferences, wages, labor demand, and sources of employment and training.
- **Program Planning:** This report provides local planners and administrators with employment, training, and placement data, as well as occupational size and expected growth rates. Program planners can use this data to evaluate, improve and eliminate programs or to plan new programs.
- **Curriculum Design:** Training providers can assess and update their curriculum based on current employer needs and projected trends, as indicated in this report.
- **Economic Development:** Local government agencies and economic development organizations will find information on the labor pool, such as occupational size, expected growth rates, and wages useful in determining the potential for business growth and development in our area.
- **Program Marketing:** Schools and other training providers can more effectively market their programs by informing students, employers, and others that the chances for job placement are greater because their training programs are developed using reliable local occupational data.
- **Human Resource Management:** Small business owners and large corporate human resource directors alike can use this report to help determine competitive wages and benefits, improve their recruitment methods, and assess the availability of qualified workers for business relocation or expansion purposes.

All information in this report applies specifically to San Joaquin County unless otherwise indicated. For more information, please contact the LMI Unit in San Joaquin County's EEDD Contracts Management/Planning and Evaluation Division at (209) 468-3500.

For further information on the California Cooperative Occupational Information System (CCOIS), please refer inquires to EDD/LMID at (916) 262-2162.



SAN JOAQUIN COUNTY

PROGRAM IDENTIFICATION

GOVERNING BOARD

The San Joaquin County Workforce Investment Board (WIB) is a 33-member board composed of community leaders in the business industry, education, labor, economic development agencies and community-based organizations. The board sets policies and manages the programs under the federal Workforce Investment Act (WIA).

With the direction of the Board, in cooperation with the County Board of Supervisors, the WIB develops job training and placement programs designed to benefit both WIA participants and San Joaquin County's employment needs.

The WIB members are:

Dan Schroeder - Chairperson

Albert Nunes - Vice Chairperson

Eduardo E. Aguirre, Agustin A. Beltran, Connie Cochran, Carl Crug, Lawrence A. DeRicco, Kimball Dreiling, Phil Frieders, Jessie Garza-Roderick, Peter Gregerson, Corky J. Hull M.D., James Janus, Ann Johnston, Sandra Larranaga, Michael E. Locke, Michael E. Menzel, Sheri Oneto, George L. Ortiz, Cal Thomas Parker Sr., Antonio V. Pizano, Raymond Recinos, Connemara Reisinger, Julian Sepulveda Jr., John M. Solis, Cynthia M. Summers, Richard Tutt, John R. Vera, Tony G. Washington, Fredrick A. Wentworth and Ernest Williams.

THE WIB YOUTH COUNCIL

The WIB Youth Council is a division of the Board responsible for providing direction for the policies and programs related to services for 14-to-21 year-olds. The Youth Council members are: Jessie Garza-Roderick—Chairperson, Fredrick A. Wentworth—Vice Chairperson, Nicolas Cademartori, Dr. Mary Ann Cox, Su Dao, Priscilla Mikaio, Richard Soto, Stewart Wakeling, Peter Gregerson, Tony Washington, Antonio Pizano, Raymond Recinos, Julian Sepulveda, Jr., Orlando Casillas.

THE 2001-2002 LABOR MARKET INFORMATION STEERING COMMITTEE

The 2001-2002 Labor Market Information Steering Committee is a joint effort on the part of the WIB and the County Board of Supervisors. The Steering Committee members are: Susan Drake-Employment Development Department, San Joaquin County (EDD); Bobbie Fasano- Human Service Agency (H.S.A.); Frank Ferral-Greater Stockton Chamber of Commerce; Hazel Hill-San Joaquin Delta Community College; Michael Locke-San Joaquin Partnership; Mike Miller-San Joaquin County WorkNet; Connemara Reisinger-Goodwill Industries of San Joaquin County; Marta Adint-Weeks-EDD/LMID, Sacramento; Sharon Simas-Valley Temporary Services; Jan Truscott-San Joaquin Delta Community College (SJDC).

THE SAN JOAQUIN COUNTY WORKNET SYSTEM

The San Joaquin County WorkNet System is a partnership of agencies with a common goal of serving employers and job, education and training seekers in San Joaquin County. The WorkNet system incorporates California's One-Stop Vision of workforce preparation as a whole, and the role it plays in economic development. Please visit our web site: www.sjworknet.org.

The One-stop Vision is built upon four guiding principles:

1. The One-Stop system will be an integrated system, offering as many employment, training, and education services as possible for unified customer service.
2. It will offer its primary customers (employers and those seeking jobs, education, and training) a comprehensive array of useful information and easy access to needed services.
3. It will be customer focused and able to support informed choice by providing customers the opportunity to judge the quality of these services.
4. It will be performance based with goals and methods for measuring outcomes.



Occupational Skills (Classroom) Training:

A program offered through contractual agreements with public and private agencies to provide training and placement assistance in a variety of vocations.

On-the-Job Training (OJT):

A program that provides incentives to employers hiring and training employees through the WorkNet system.

Dislocated Workers Program:

A program specifically designed to assist persons who are about to be or have been laid off as a result of plant closing or consolidations.

California Work Opportunity and Responsibility to Kids (CalWORKS):

A State-mandated program for TANF recipients to help them become employed and financially self-sufficient.

Business Finance Services:

A service available to qualifying San Joaquin County businesses to provide long-term financing and business assistance in order to create and maintain jobs.

Welfare-To-Work Program:

A program designed to work in conjunction with the CalWORKS program. This program focuses on those welfare clients who are long-term recipients and have significant barriers to employment including basic skill deficiency and substance abuse.

Clients benefit by receiving assistance in career counseling, job training and placement opportunities so they can develop more productive and financially independent lives.

Employers benefit through the services provided by the WIB-at no cost-including pre-screening of applicant's skills and educational levels, and specially designed On-The-Job occupational training.

Continues, next page

SAN JOAQUIN COUNTY PROGRAM IDENTIFICATION

The community benefits as the WIB brings San Joaquin County businesses, residents and employers together, creating relationships that maintain and stimulate employment and economic prosperity in our area.

More WorkNet information and assistance is available by calling:

The Workforce Investment Board:	(209) 468-3500
The EDA:	(209) 468-3615
WorkNet Employer Hotline:	(209) 468-3675
All San Joaquin County WorkNet Centers:	(888) 512-WORK

THE ECONOMIC DEVELOPMENT ASSOCIATION

The San Joaquin County Economic Development Association (EDA) is comprised of a seven-member board of directors, five appointed members from each supervisorial district, and two members from the County Board of Supervisors, to oversee economic development activities.

The EDA works in conjunction with the Workforce Investment Board to provide One-Stop assistance for a variety of business development services available in one convenient location at no cost.

The EDA offers such services such as: Economic Development Information, Regional Economic Development Studies, Business Training, Business Support Services, Financing, Community Profiles, Employee Recruitment and Training & Business Retention & Expansion Services, designed to encourage growth and prosperity for local businesses

The community benefits from the economic enhancements derived from commerce and industry. San Joaquin County business growth provides residents with gainful employment, and small businesses prosper as they develop and grow to meet the demands of their marketplace and a growing population.

THE EMPLOYMENT DEVELOPMENT DEPARTMENT'S (EDD) JOB SERVICES FOR EMPLOYERS & JOBSEEKERS

The Employment Development Department (EDD) is the nation's largest employment agency. EDD uses the new California Job Openings Browse System (CalJOBS) to provide employers and jobseekers a no-fee, Internet based job listing service. Job orders entered in CalJOBS are immediately visible throughout the state of California and the world.

Employers may register, list their job openings, and search for resumes from their own computer or they may request assistance from EDD staff. Labor market information and assistance in screening and certifying applicants for employer's tax credits is also available at EDD.

Jobseekers may access CalJOBS from any computer connected with the Internet. Free access to CalJOBS is available at local EDD offices and in many community agencies. Through CalJOBS, jobseekers may search for jobs and may enter their resumes to be viewed by prospective employers. The CalJOBS Internet address is www.caljobs.ca.gov.

For more information please contact EDD at:

CalJobs Order Desk	(209) 948-7862
Stockton Job Services	(209) 948-7856
Manteca Job Services	(209) 825-1300
Tracy Job Services	(209) 833-1028
Lodi Job Services	(209) 333-5319





DEFINITION OF TERMS

The occupational assessments which follow contain several different items of information of potential use to the readers of this report. Below is a discussion of key terms used in the assessments, and several guidelines for interpreting results. The terms and guidelines used are standard for all agencies participating in the CCOIS program, lending consistency to area comparisons.

In order to provide the most beneficial information for readers of this report, the occupational survey information for 2001 differs in format from that for 2000 and 1999. Whenever possible, we have tried to provide consistent formatting for the convenience of the reader. Due to the expanded information in 2001, some information is not available for 2000 and 1999 occupations.

Although information contained in this report is shown to the nearest whole number for ease of comparison, the reader should not interpret this as an indication of precision (ranges are also considered to be representative).

Year of Study

Each assessment is located in the section appropriate for the year the data was collected for that occupation. This report contains assessments for the years 1999-2001.

Occupational Title, OES Code and Description

The occupational titles and definitions are taken directly from the Occupational Employment Statistics (OES) occupational classification system. For further discussion of the OES classification system, see Appendix B-Methodology.

Firms Responding & Number of Employees Responding

This refers to the number of employers in San Joaquin County who hire in the particular occupation and participated in the survey, and the number of persons they employ in that occupation. Target, Demand and Quality occupations are also identified in this section as T,D and Q. (Please see "Demand, Target and Quality Occupations Defined.")

Wages & Benefits

Wages are reported in rates per hour. Extreme wage responses, not representative of most employers, are omitted. The ranges reported are representative of most employers reporting (weighted by employer sample). Certain occupations have an additional table that is representative of the employees in the sample (weighted by employee sample). When union employers make up from 20 percent to 80 percent of the responses, separate wage tables are provided for union wages. Results, including the range and the median, are reported for three occupational levels defined as follows:

New Hires, No Experience

Persons trained or otherwise qualified, but with no paid experience in the occupation.

New Hires, Experienced

Experienced or persons at the journey level just starting with the employer.

Continues, next page

Three + years' Experience with Firm

Persons at the journey level or at least 3 years of experience with the employer in the occupation. Wages reported in this category may vary widely due to the substantially wider range in years of experience of employees. In some cases additional information was provided by community intermediaries.

Whenever possible, this section is followed by additional information on the hours of operation and/or shifts available for employees to work.

Benefits

Benefits were provided principally from employer survey results. These ratios and figures are tabulated by the overall number of employers sampled. For 1999 and 2000, benefits are identified as the number of employers who offered the benefit over the number of employers who participated in the occupational survey. In some cases additional information was provided by community intermediaries. Additional information may be provided indicating the employer/employee share of costs for benefits. For 2001, these benefits are indicated as a percentage, which represents the employers who offer the particular benefit.

Shifts

This information is provided to indicate the shifts and hours that are available to employees in the occupation.

Employment Trends

This section exhibits information relevant to the occupation's size and the employment trends that may effect the occupation's growth. The information provided in this section comes from the EDD's occupational projections and employer surveys from San Joaquin County.

Size of Occupation

This refers to the number of persons employed in the occupation relative to the total non-agricultural employment of the County in 2004. The following terms are used to characterize occupational size:

Occupational size, for information gathered in 2001, is based upon EDD Occupational Employment Projections, 1997-2004 (range).

Occupational size, for information gathered in 2000 and 1999, is based upon EDD Occupational Employment Projections, 1995-2002.

- **Small:** 259 or less
- **Medium:** 260 to 518
- **Large:** 519 to 1,124
- **Very Large:** 1,125 & above

Projections

Occupational Forecast is an overview of trends in job opportunities in relation to overall employment growth for the County for the years 1997-2004. These rates consider such factors as separations from the labor market, turnover and job growth.

The following terms are applied to the occupational growth rates of this county.

- **Much Faster than Average:** An increase of 4.01 percent or more per year.
- **Faster than Average:** An increase ranging from 2.94 to 4.00 percent per year.
- **Average:** An increase ranging from 2.40 to 2.93 percent per year.
- **Slower than Average:** An increase of 2.39 percent or less per year.

The information is provided in a numeric value of the amount of growth that is projected for the industry, the number of new jobs this represents (Job Growth) and the number of persons expected to leave the industry (Separations).

Supply & Demand

Supply & Demand refers to the relative difficulty the employers surveyed believe they would experience in hiring both inexperienced and experienced workers who meet their hiring standards. From the job seeker's perspective this information translates into the relative level of opportunity (competitiveness) for the applicant who is, or would like to become part of this job market.

The following terms are used in assessing employer hiring and employee outlook and when interpreting the results.

- **Very Difficult:** Employer demand is considerably greater than supply of qualified applicants. Employers often cannot find qualified applicants when an opening exists.
- **Somewhat Difficult:** Employer demand is somewhat greater than the supply of qualified applicants. Employers may have some difficulty finding qualified applicants at times.
- **Little Difficulty:** The supply of qualified workers is somewhat greater than demand for qualified applicants, and applicants may experience competition in job seeking.
- **No Difficulty:** The supply of qualified applicants is considerably greater than the employer demand, creating a very competitive job market for applicants.

Recruitment Methods

These list the most common methods used by responding employers to recruit applicants for the occupation.

Where the Jobs Are

This information was compiled from San Joaquin County occupational projections prepared by EDD, which included employment by Standard Industrial Code (SIC) to determine principal employing industries for each occupation.

Employer Requirements

This section represents results on the training, experience and educational levels that the employers surveyed want in the employees they hire.

References to terms such as "most," "many," and "some" are based on the following criteria: All Employers- 100% Almost All Employers-80% to 99% Most Employers-60% to 79% . Many Employers-40% to 59%. Some Employers-20% to 39%. Few Employers-less than 20%

Continues, next page

Education

This section summarizes the type and amount of formal education employers indicated they require in people they hire in this occupation. While minimum educational requirements have been shown as employers expressed them, these educational requirements are not always essential for the performance of job duties. Because the lack of education will create a barrier with some employers, employers' education statements have been included in this report.

Training & Experience

These sections summarize the type and amount of training and experience employers indicated they require in people they hire in this occupation.

Skills

This section presents an assessment of results of skill levels that the surveyed employers want in the employees they hire. The skills are ranked by an average and weighted by total employment in descending order of importance for each category.

The job qualifications and work skills information in this section should be interpreted with care. In many cases the skills listed represent relatively broad "skill area," - e.g., the "ability to use a computer terminal." In such cases the specific skills or skill clusters are not specified, and results should be interpreted as representing the areas of competence employers perceive to be important rather than more detailed "job specific competencies for job entry."

However, the user interested in identifying the specific skills and qualifications needed for job entry should find these results useful in narrowing the focus of further inquiry.

Growth Rate

Occupational growth is an overview of trends in job opportunities in relation to overall employment growth for the County. These rates consider such factors as separations from the labor market, turnover and job growth.

The following terms are applied to the occupational growth rates of this county.

- **Much Faster than Average:** An increase of 4.01 percent or more per year.
- **Faster than Average:** An increase ranging from 2.94 to 4.00 percent per year.
- **Average:** An increase ranging from 2.40 to 2.93 percent per year.
- **Slower than Average:** An increase of 2.39 percent or less per year.

Promotional Opportunities

This contains information on the previous and potential promotability of employees in a particular occupation. The information was taken from employer surveys, labor market intermediary surveys and the California Occupational Guide. Additional training or education may be necessary for promotion for some occupations.

Training Opportunities

This provides information on local educational agencies that provide training in the identified occupation.

Dot Code

The Dictionary of Occupational Titles (DOT) uses a more detailed classification system than does the OES system (just under the occupational title). However, each OES defined occupation can be matched to a number of related DOT defined occupations. This section includes some of the more sizable DOT occupations associated with the OES occupations.

Assessment Codes

The Assessment Codes for each occupation are for placement purposes. These codes help define the aptitudes and interests needed by an applicant for job placement. Explanations of these codes can be found in Appendix B.

Sources:

- *California Occupational Guides, Employment Development Department/Labor Market Information Division.*
- *California Community Colleges Labor Market Information Project Handbook & Projections, June 1990, Chancellors Office, California Community Colleges, Vocational Education Unit, California Employment Development Department Labor Market Information Division.*
- *California License Handbook, 1997, Employment Development Department.*
- *Standard Industrial Classification Manual, 1987, Office of Management and Budget, Statistical Policy Division.*
- *California Cooperative Occupational Information System Project Technical Guide Supplement, January 1999, Employment Development Department/Labor Market Information Division.*
- *California Cooperative Occupational Information System Projection Tables for San Joaquin County 1995-2002 and 1997-2004, Occupational Employment Statistics, California Employment Development Department/Labor Market Information Division.*



DEMAND, QUALITY & TARGET

DEFINED FOR OCCUPATIONS STUDIED IN 2001 AND 2000

DEMAND OCCUPATIONS D

These are occupations in which demand for qualified employees is relatively high. In other words, many jobs should be available and a relatively low degree of competition should exist. This classification is based on both the 1997 job base (167,400) and the number of employment opportunities that will become available due to growth and separations (37,500 and 32,020 respectively) during the 1997-2004 forecast period ¹.

Occupations that had a 1997 job base of 600 or more meet the first criterion of a Demand Occupation.

Note- 600 is approximately .255% of the 1997 total job base plus the total number of employment opportunities that will become available due to growth and separations.

GROWTH:

Growth refers to the projected increase in the number of jobs for an occupation. For example, employment opportunities for Bookkeeping, Accounting, and Auditing Clerks are expected to grow by 250 jobs during the 1997-2004 forecast. Opportunities for Medical and Psychiatric Social Workers on the other hand, are expected to grow by only 70 jobs during the forecast period.

SEPARATIONS:

Separations refer to the number of workers who are projected to move out of the occupation permanently (e.g. for retirement). For example, 340 Bookkeeping, Accounting, and Auditing Clerk positions are expected to become available due to separations during the 1997-2004 forecast period, while 20 Medical and Psychiatric Social Workers are expected to become available because of separations during the same period.

EMPLOYMENT OPPORTUNITIES:

Employment Opportunities are the sum of growth and separations. Using the data described above, a total of 590 employment opportunities should become available for Bookkeeping, Accounting and Auditing Clerks during the 1997-2004 forecast period and only 90 for Medical and Psychiatric Social Workers.

Any occupation that has a minimum of 175 projected employment opportunities (average 25 per year) meets the 2nd criterion to become a Demand.

SUMMARY:

Occupations that had a 1997 employment base of 600 or more and are projected to provide at least 25 job openings per year between 1997 and 2004 are Demand Occupations. For example, according to the criteria above Bookkeeping, Accounting and Auditing Clerks is a Demand Occupation and Medical and Psychiatric Social Worker is not. Numerically these occupations look like this:

Bookkeeping/Auditing Clerks Social
Workers-Medical and Psychiatric
Projected Growth 1997-2004
250 70
Projected Separations 1997-2004
+340 +20
Total New Employment Opportu-
nities 1997-2004 =590 =90
Job Base 1997 +2,520 +230
Projected Employment 2004
(Job Openings and Separations)
=3,110=320

QUALITY OCCUPATION (Q)

The purpose of classifying occupations as Quality Occupations is to identify occupations that provide relatively high pay and certain benefits without regard to demand at any particular time.

Note: This information relates to most employers (i.e. the clear majority). Some employers may not pay these wages or provide these benefits.

WAGES OR EARNINGS:

The wage that is used in this calculation is the median wage for workers who are experienced but new to the firm. The minimum wage necessary for an occupation to be considered a Quality Occupation is \$12.64 per hour.

\$12.64 is the median of hourly wages based on the California Budget Project's estimated costs of housing and utilities, childcare, transportation, food, health coverage, payroll and income taxes, and miscellaneous expenses for four typical families². The four family types include: Single Adult (\$8.24/hr), Single Parent Family (\$16.85), Two Working Parent Family (\$10.46), and Two-Parent Family (One working, \$14.81).

If an occupation pays a median wage to workers who are experienced but new to the firm of \$12.64 per hour or more, it meets the 1st criterion of a Quality Occupation.

EMPLOYER ASSISTED BENEFITS:

The 2nd criterion for a Quality Occupation is the number and type of benefits provided by most employers. Although all employment benefits can be important, four were determined to be more important than the others:

- Sick Leave
- Medical Insurance
- Vacation
- Retirement

If an occupation includes at least three of the four benefits listed above, it meets the criteria for Quality Occupation. In many cases employees may be required to contribute to the cost of benefits offered by their employers.

Note: If less than 50% of the employers provide a specific employment benefit, it is considered unavailable.

TARGET OCCUPATIONS (T)

These occupations meet all the criteria to be classified as a Demand Occupation as well as the criteria to be classified as a Quality Occupation.

A Target Occupation is expected to:

1. Provide a minimum of 20 jobs per year due to turnover and 40 jobs per year due to new employment opportunities.
2. Pay at least \$12.64 per hour at 40 hours per week, and
3. Provide at least three of the four selected benefits—sick leave, medical insurance, vacation, and retirement.

Using these criteria, neither Bookkeeping/Auditing Clerks nor Medical and Psychiatric Social Workers are Target Occupations. Bookkeeping/Auditing Clerks is a Demand Occupation, but does not provide sufficient wages and benefits to be considered a Target Occupation.

However, First-Line Supervisors & Managers -Clerical is a Target Occupation. This occupation includes a 1997 job base of 2,300, projected new employment opportunities of 900, an \$18.07 per hour median wage, and all four benefits.

¹ All estimates on job base, job growth and separations come from: EDD/LMID "Projections and Planning Information" Table 6: Occupational Employment Projections 1997-2004.

² "Making Ends Meet: How Much Does It Cost to Raise a Family In California?" A Publication of the California Budget Project, October 1999.

DEMAND, QUALITY & TARGET

DEFINED FOR OCCUPATIONS STUDIED IN 1999

DEMAND OCCUPATIONS D

These are occupations in which demand for qualified employees is relatively high. In other words, many jobs should be available and a relatively low degree of competition should exist. This classification is based on both the 1997 job base (number of people employed in the occupation) and the number of employment opportunities that will become available due to growth and separations during the 1997-2004 forecast period (Employment Opportunities).

Occupations that had a 1997 job base of 400 or more meet the first criterion of a Demand Occupation.

GROWTH:

Growth refers to the projected increase in the number of jobs for an occupation. For example, employment opportunities for Retail Salespersons are expected to grow by 560 jobs during the 1995-2002 forecast. Opportunities for Paralegal Personnel, on the other hand, are expected to grow by only 20 jobs during the forecast period.

SEPARATIONS:

Separations refers to the number of workers who are projected to move out of the occupation permanently (e.g. for retirement). For example, 1,670 Retail Sales positions are expected to become available due to separations during the 1995-2002 forecast period, while no Paralegal positions are expected to become available because of separations during the same period.

EMPLOYMENT OPPORTUNITIES:

Employment Opportunities are the sum of growth and separations. Using the data described above, a total of 2,230 employment opportunities should become available for Cashiers during the 1995-2002 forecast period and only 20 for Paralegal Personnel.

Any occupation that has a minimum of 140 projected employment opportunities (average 20 per year) meets the 2nd criterion to become a Demand.

SUMMARY:

Occupations that had a 1997 employment base of 400 or more and are projected to provide at least 20 job openings per year between 1997 and 2004 are Demand Occupations. For example, according to the criteria above Retail Salesperson is a Demand Occupation and Paralegal is not. Numerically these occupations look like this:

Salespersons Paralegals
Projected Growth 1995-2002
560 20
Projected Separations
1995-2002 +1,670 +0
Total New Employment Opportunities 1995-2002 =2,230 =20
Job Base 1995 +5,940 +50
Projected Employment 2002
=8,170 =70

QUALITY OCCUPATION Q

The purpose of classifying occupations as Quality Occupations is to identify occupations that provide relatively high pay and certain benefits without regard to demand at any particular time.

Note: This information relates to most employers (i.e. the clear majority). Some employers may not pay these wages or provide these benefits.

Past studies have shown that pay levels are excellent indicators of "good jobs." For the most part, the higher the pay, the more desirable the job. Subsequently, pay levels are used for the criterion in determining Quality Occupations.

WAGES OR EARNINGS:

The wage that is used in this calculation is the median wage for workers who are experienced but new to the firm. The minimum wage necessary for an occupation to be considered a Quality Occupation is \$7.50 per hour. It should be noted that this wage established several years ago and is scheduled to be reviewed and modified during the 2000/2001 program year to reflect more current economic conditions. If an occupation pays a median wage to workers who are experienced but new to the firm of \$7.50 per hour or more, it meets the first criterion of a Quality Occupation.

EMPLOYER ASSISTED BENEFITS:

The 2nd criterion for a Quality Occupation is the number and type of benefits provided by most employers. Although all employment benefits can be important, four were determined too more important than the others:

Sick Leave
Medical Insurance
Vacation
Retirement

If an occupation includes at least three of the four benefits listed above, it meets the criteria for Quality Occupation. In many cases employees may be required to contribute to the cost of benefits offered by their employers. Note: If less than 50% of the employers provide a specific employment benefit, it is considered unavailable.

Looking again at Retail Salespersons and Paralegal Personnel we find that Retail Salespersons is not a Quality Occupation, while Paralegal Personnel is. Retail Salespersons earn a median wage of \$6.20 per hour, although they may be provided some or all of the benefits listed above. Paralegal personnel, on the other hand, earn a median wage of \$12.06 per hour and generally have access to all of the benefits listed above.

Note: An occupation is classified as a quality occupation by reviewing the occupation itself, and does not mean it would necessarily be a desirable job for everybody. For example, a particular Quality Occupation that involves working inside would probably not appeal to someone who prefers to work outside. Likewise, a Quality Occupation that primarily involves working with data probably would not suit workers whose interests, aptitudes, and experience are all related to manual work.

TARGET OCCUPATIONS T

These occupations meet all the criteria to be classified as a Demand Occupation as well as the criteria to be classified as a Quality Occupation.

A Target Occupation is expected to:

1. provide a minimum of 20 jobs per year due to turnover and 40 jobs per year due to new employment opportunities, to
2. pay at least \$7.50 per hour at 40 hours per week, and
3. to provide at least three of the four selected benefits—sick leave, medical insurance, vacation, and retirement.

Using these criteria, neither Retail Salespersons nor Paralegal Personnel are Target Occupations. Salespersons is a Demand Occupation, but does not provide sufficient wage or benefits to be quality occupation. Paralegal positions provide sufficient wages and benefits, but not enough opportunities for employment to be considered a Demand Occupation.

However, Registered Nurse, Salesperson-Parts, and Teacher-Elementary are all Target Occupations. For example, Registered Nurse includes a 1995 job base of 2,460 employees, 780 projected new employment opportunities, a \$20.00 per hour median wage, and all four benefits.

It should be noted that the \$7.50 wage was established several years ago and is scheduled to be reviewed and modified during the 2000/2001 program year to reflect more current economic conditions.



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(Center opens at 3 p.m.)

San Joaquin County Occupational Outlook 2001-2002

OCCUPATIONS STUDIED IN 2001



ADJUSTMENT CLERKS

OES Code 531230

Number of firms responding: 15

Number employed in the occupation by responding firms: 364

DESCRIPTION

Adjustment Clerks investigate and receive customer complaints concerning merchandise, service, billing or credit rating. They examine pertinent information to determine the accuracy of customer complaints and responsibility for errors, and notify customer and appropriate personnel of findings, adjustments, and recommendations, such as exchange of merchandise, refund of money, credit to customer's account, or the adjustment of the customer's bill.

WAGES & BENEFITS

WAGES	RANGE	MEDIAN
New Hires, No Experience:	\$6.75-\$10.00	\$8.00
New Hires, Experienced:	\$8.00-\$15.00	\$10.50
3+Yrs. Experience with Firm:	\$8.40-\$16.00	\$11.30

Employers: Non-Union: 93% Union 7%

Hours

Full-time	96%
Part-time	4%
Other	0%

Full-time employees average 40 hours per week, part-time average 23 hours per week.

Shifts

Day shift	100%
Swing shift	7%
Graveyard	0%
Other	0%

BENEFITS

Percentage of responding employers offering benefits for full-time employees

	<i>Employer Paid</i>	<i>Shared Cost</i>	<i>Employee Pays All</i>
Vacation	80%	13%	0%
Medical Insurance	13%	80%	0%
Sick Leave	73%	13%	0%
Retirement Plan	27%	60%	0%
Dental Insurance	13%	67%	7%
Vision Insurance	13%	47%	7%
Life Insurance	53%	33%	0%
Child Care	0%	13%	0%
Other	13%	0%	0%

EMPLOYMENT TRENDS

Size of Occupation 1997 – 2004:

Large

Range: 540 – 750

Gender: Male 10% Female 90%

Projections

Occupational Forecast 1997-2004

Growth rate (per yr.): 5.6% Much faster than Average

Job Growth: 210

Separations: 30

Last 12 months growth trend:
Almost all (87%) employers reported employment had remained stable.

Next 24 months growth trend:
Almost all (97%) employers expect employment to remain stable.

SUPPLY & DEMAND

Fully Experienced and Qualified:

Somewhat difficult—Employer demand is somewhat greater than supply. Employers may have some difficulty finding qualified applicants and applicants may find little competition.

Inexperienced:

Somewhat difficult—Employer demand is somewhat greater than supply. Employers may have some difficulty finding qualified applicants and applicants may find little competition.

Turnover Rate

Among employers surveyed, the turnover rate is 34% for employees in this occupation over the past 12 months.

RECRUITMENT METHODS

Top three recruitment methods of employers responding

Newspaper ads	73%
Employee referrals	53%
In-house promotion or transfer	40%

WHERE THE JOBS ARE

<i>Major Employer</i>	<i>Percent</i>	<i>SIC</i>
Medical Service and Health Insurance	38.5%	632
Public Warehousing and Storage	26.4%	422

EMPLOYER REQUIREMENTS

Education

Almost all responding employers require high school or the equivalent.

Training

Most employers do not require training but will substitute 6 months or more training involving bookkeeping and/or customer service skills for experience in the occupation.

Experience

Many employers require, and many prefer, 6 months or more experience in the occupation. Most will accept 6 months or more experience in a related occupation involving customer service. Range: 1 to 24 months.

SKILLS, LICENSES & OTHER REQUIREMENTS

Technical:

- Telephone answering skills
- Ability to use a calculator
- Ability to perform detailed clerical work

Personal:

- Public contact skills
- Ability to interact well with others
- Customer service skills
- Ability to follow oral instructions
- Ability to work under pressure

Basic:

- Oral communication skills
- Ability to read and follow instructions

COMPUTER SKILLS

Required by 11 Firms

	<i>Percent of Firms</i>
Word processing	82%
Spreadsheet	64%
Database	45%
Desktop publishing	0%
Other	18%

OTHER INFORMATION

Promotional Opportunities

Almost all responding employers promote to positions in sales, or supervisory and managerial positions based on demonstrated skills in accounting, strong problem solving, customer service and computers.

Deficiencies in New Hires

Almost all responding employers report poor work habits or communication, or a lack of basic or technical skills as deficiencies in recent hires.

DOT Code: TITLE
241.367-014 Adjustment Clerks

Assessment Codes
California Occupational Guide
Specific Vocational Preparation 5
RML GVN SPQK FME C
GED: 4 3 4 APTITUDES: 3 3 3 4 4 2 4 4 4 5 5
GOE Code: 07.05.02
SOC Code: 4783
CIP Code: 52.04018
O*NET SOC Code: 43-4051.01
Code: TITLE
43-4051.01 Adjustment Clerks

BOOKKEEPING, ACCOUNTING, AUDITING CLERKS, INCLUDING BOOKKEEPERS

OES Code 553380 D

Number of firms responding: 17

Number employed in the occupation by responding firms: 45

DESCRIPTION

Bookkeeping Clerks, Accounting Clerks and Auditing Clerks, including Bookkeepers, compute classify and record numerical data to keep sets of financial records complete. They perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records. They may also check the accuracy of figures, calculations, and postings pertaining to business transactions recorded by other workers. This does not include individuals whose primary duty is operating special office machines.

WAGES & BENEFITS

WAGES	RANGE	MEDIAN
New Hires, No Experience	\$6.93 - \$10.89	\$9.31
New Hires, Experienced	\$8.66 - \$17.32	\$12.02
3 Yrs+ Experience with Firm	\$11.00 - \$23.09	\$15.00

Employers: Non-union 100%

Hours

Full-time	80%
Part-time	9%
Other	11%

Full-time employees average 40 hours per week, part-time employees average 31 hours per week.

Shifts

Day	100%
Swing	0%
Graveyard	0%
Other	0%

BENEFITS

Percentage of responding employers offering benefits for full-time employees

	Employer Paid	Shared Cost	Employee Pays All
Vacation	100%	0%	0%
Medical Insurance	41%	47%	6%
Sick Leave	76%	0%	6%
Retirement Plan	35%	35%	0%
Dental Insurance	29%	47%	0%
Vision Insurance	24%	35%	0%
Life Insurance	59%	6%	12%
Child Care	0%	6%	12%
Other	0%	6%	0%

EMPLOYMENT TRENDS

Size of Occupation 1997 to 2004:

Very Large

Range: 2,520-2,770

Gender: Male 11% Female 89%

Projections

Occupational Forecast 1997-2004

Growth rate (per yr.): 14.1% - Much faster than Average

Job Growth: 250

Separations: 340

Last 12 months growth trend: Most (71%) employers reported employment remained stable.

Next 24 months growth trend: Most (71%) employers expect employment to remain stable.

SUPPLY & DEMAND

Fully Experienced and Qualified:

Very difficult-Employer demand is considerably greater than supply of qualified applicants. This means that qualified applicants have little to no competition in their job search.

Inexperienced:

Somewhat difficult-Employer demand is somewhat greater than supply. Employers may have some difficulty finding qualified applicants and applicants may find little competition.

Turnover Rate

Among employers responding, the turnover rate is 43% for employees in this occupation over the past 12 months.

RECRUITMENT METHODS

Top three recruitment methods of employers responding

Newspaper ads	67%
Employee referrals	53%
Private employment agencies	40%

WHERE THE JOBS ARE

Major Employer*	Percent	SIC
New & used car dealers	5.3%	551
Elementary & secondary schools	3.8%	821
Accounting & bookkeeping firms	3.5%	872

* Over 40 industries hire this occupation

EMPLOYER REQUIREMENTS

Education

Most employers require a minimum of high school or equivalent. Some require an Associate and a few require a Bachelor's degree.

Training

A few employers require, and many prefer, 12 months or more training. Many will substitute 18 months or more training for experience.

Experience

Almost all employers require, and some prefer, 24 months or more in the occupation, but some will accept 24 months or more experience in a related occupation involving bookkeeping. Most employers require 18 months or more prior experience. Range: 12 to 42 months.

SKILLS, LICENSES & OTHER REQUIREMENTS

Technical:

Ability to use a computer
 Telephone answering skills
 Payroll processing skills
 Ability to operate IO-key by touch
 Ability to type 45+ words per minute

Personal:

Attention to detail
 Ability to work independently
 Ability to work as part of a team
 Organizational skills
 Problem solving skills

Basic:

Ability to read and follow instructions
 Ability to write legibly
 Oral communication skills

COMPUTER SKILLS

Required by 6 Firms

	Percent of Firms
Word processing	82%
Spreadsheet	88%
Database	24%
Desktop publishing	0%
Other	59%

OTHER INFORMATION

Promotional Opportunities

Many employers promote to occupations such as accountant or controller; or into supervisory or managerial occupations such as accounts supervisor, office manager or accounts manager.

Deficiencies in New Hires

Many employers report poor work habits and inadequate basic skills (reading, writing and oral communication) as deficiencies among recent hires.

DOT Code: TITLE

210.367-010 Account Information Clerk

210.382-014 Bookkeeper

210.382-010 Audit Clerk

Assessment Codes

California Occupational Guide

Specific Vocational Preparation = 6

R M L G V N S P Q K F M E C

GED: 4 4 3 APTITUDES: 3 3 2 4 3 2 3 3 3 5 5

GOE Code: 07.02.02

SOC Code: 4712

CIP Code: 52.0302

O*NET SOC Code: TITLE

43-3031.00 Bookkeeping, Accounting and Auditing Clerks

CLAIMS EXAMINERS

PROPERTY & CASUALTY INSURANCE

OES Code 219210 Q

Number of firms responding: 9

Number employed in the occupation by responding firms: 68

DESCRIPTION

Claims Examiners-Property and Casualty Insurance review settled insurance claims to determine that payments and settlements have been made in accordance with company practices and procedures and insure that adjusters have followed proper methods. They report over payments, under payments, and other irregularities and confer with legal counsel on claims requiring litigation.

WAGES & BENEFITS

WAGES	RANGE	MEDIAN
New Hires, No Experience	\$7.25-\$18.00	\$13.42
New Hires, Experienced	\$10.00-\$21.00	\$16.24
3 + Yrs Experience with Firm	\$10.00-\$25.64	\$17.09

Employers: Non-Union 89% Union 11%

Hours

Full-time	96%
Part-time	4%
Other	0%

Full-time employees average 41 hrs per week, part-time average 31 hours per week.

Shifts

Day	89%
Swing	0%
Graveyard	0%
Other	11%

BENEFITS

Percentage of responding employers offering benefits for full-time employees

	Employer Paid	Shared Cost	Employee Pays All
Vacation	56%	33%	0%
Medical Insurance	22%	67%	0%
Sick Leave	56%	33%	0%
Retirement Plan	33%	33%	11%
Dental Insurance	22%	56%	0%
Vision Insurance	11%	33%	0%
Life Insurance	56%	11%	11%
Child Care	0%	11%	22%
Other	0%	0%	0%

EMPLOYMENT TRENDS

Size of Occupation 1997-2004: N/A

Range: N/A

Gender: Male 51% Female 49%

Projections

Occupational Forecast 1997-2004

Growth rate (per yr.): N/A

Job Growth: N/A

Separations: N/A

Last 12 months growth trend:
Most (67%) employers reported employment had remained stable.

Next 24 months growth trend:
Some (44%) employers expect employment to remain stable. Some (44%) expect employment growth.

SUPPLY & DEMAND

Fully Experienced and Qualified:

Very difficult-Employer demand is considerably greater than supply of qualified applicants. This means that qualified applicants have little to no competition in their job search.

Inexperienced:

Very difficult-Employer demand is considerably greater than supply of qualified applicants. This means that qualified applicants have little to no competition in their job search.

Turnover Rate

Among employers responding, the turnover rate is 10% for employees in this occupation over the past 12 months.

RECRUITMENT METHODS

Top three recruitment methods of employers responding

Newspaper ads	78%
Employee referrals	67%
Internet	44%

WHERE THE JOBS ARE

<i>Major Employer</i>	<i>Percent</i>	<i>SIC</i>
Medical Service and Health Insurance	96.8%	632

EMPLOYER REQUIREMENTS

Education

Some employers require applicants for this position to have obtained at least a high school diploma (or the equivalent) and some require an Associate's or Bachelor's Degree for this occupation.

Training

Some employers require technical or vocational training and will substitute 8 months of training for experience in the occupation.

Experience

Most employers require 12 months or more experience in the occupation prior to hiring, and some of these will substitute 10 months of experience in a related occupation for experience as a property and casualty insurance claims examiner. Range: 3 to 24 months.

SKILLS, LICENSES & OTHER REQUIREMENTS

Technical:

- Problem solving skills
- Attention to detail
- Ability to read and comprehend information quickly
- Completion of company training
- Ability to interview others for information

Personal:

- Organizational skills
- Ability to work independently
- Ability to work under pressure

Basic:

- Oral communications skills
- Ability to read and follow instructions

COMPUTER SKILLS

Required by 7 Firms

	<i>Percent of Firms</i>
Word processing	86%
Spreadsheet	57%
Database	71%
Desktop publishing	0%
Other	14%

OTHER INFORMATION

Promotional Opportunities

Many employers reported that they promote to higher-level positions such as claims supervisor or claims manager.

Deficiencies in New Hires

Employers indicated that poor work habits and poor communication are the two most common deficiencies among recently hired employees in this occupation.

DOT Code: TITLE
168.267-014 Claim Examiner

Assessment Codes
California Occupational Guide
Specific Vocational Preparation = 7
RML GVNSPQKFMEC
GED: 4 3 APTITUDES: Not Available
GOE Code: 07.05.02
SOC Code: N/A
CIP Code: N/A
O*NET SOC Code: TITLE
13-1031.01 Claims Examiners

COUNTER ATTENDANTS

OES Code 650170

Number of firms responding: 16

Number employed in the occupation by responding firms: 1,060

DESCRIPTION

Luncheon, Coffee Shop, or Cafeteria Attendants serve food to diners at a counter or from a steam table. This does not include counter attendants who also wait on tables.

WAGES & BENEFITS

WAGES	RANGE	MEDIAN
New Hires, No Experience	\$6.25 - \$7.31	\$6.75
New Hires, Experienced	\$6.75 - \$7.75	\$6.93
3 Yrs+ Experience with Firm	\$6.75 - \$9.00	\$7.00

Employers: Non-union 88% Union 13%

Hours

Full-time	27%
Part-time	73%
Other	0%

Full time employees average 38 hours per week, part-time average 22 hours per week.

Shifts

Day	75%
Swing	63%
Graveyard	13%
Other	19%

BENEFITS

Percentage of responding employers offering benefits for full-time employees

	Employer Paid	Shared Cost	Employee Pays All
Vacation	38%	19%	6%
Medical Insurance	19%	44%	13%
Sick Leave	13%	13%	6%
Retirement Plan	13%	19%	6%
Dental Insurance	6%	38%	19%
Vision Insurance	6%	31%	19%
Life Insurance	19%	13%	19%
Other	6%	0%	0%

EMPLOYMENT TRENDS

Size of Occupation 1997–2004:

Large

Range: 560 to 690

Gender: Male 29% Female 71%

Projections

Occupational Forecast: 1997–2004

Growth rate (per yr): 3.3% Average

Job Growth: 130

Separations: 470

Last 12 months growth trend: Many (56%) employers reported employment had remained stable.

Next 24 months growth trend:

Many (56%) employers expect employment growth.

SUPPLY & DEMAND

Fully Experienced and Qualified:

Somewhat difficult—Employer demand is somewhat greater than supply. Employers may have some difficulty finding qualified applicants and applicants may find little competition.

Inexperienced:

Somewhat difficult—Employer demand is somewhat greater than supply. Employers may have some difficulty finding qualified applicants and applicants may find little competition.

Turnover Rate

Among employers responding, the turnover rate is 160% for employees in this occupation over the past 12 months.

RECRUITMENT METHODS

Top three recruitment methods of employers responding

Walk in applicants	81%
Employee referrals	75%
In house promotion or transfer	50%

WHERE THE JOBS ARE

<i>Major Employer</i>	<i>Percent</i>	<i>SIC</i>
Eating and drinking places	63%	581
Elementary and secondary schools	14.1%	821

EMPLOYER REQUIREMENTS

Education

Most employers will hire applicants with less than high school. Some require high school or the equivalent.

Training

Most employers do not require training, but some will accept 3 months or more training for experience.

Experience

Many employers do not require experience, but some prefer 3 months or more experience in the occupation. Some will accept 6 months or more experience in a related occupation involving food or customer service. Range: 2 to 12 months.

SKILLS, LICENSES & OTHER REQUIREMENTS

Technical:

- Order taking skills
- Ability to make change

Physical:

- Ability to stand continuously for 2 or more hours
- Ability to use hands, arms and fingers

Personal:

- Public contact skills
- Customer service skills
- Ability to work independently
- Good grooming
- Willingness to work nights, weekends, and holidays

Basic:

Read and follow written and oral instructions; Oral communication skills

COMPUTER SKILLS

Required by 4 Firms

	<i>Percent of Firms</i>
Word processing	50%
Spreadsheet	50%
Database	50%
Desktop publishing	0%
Other	0%

OTHER INFORMATION

Promotional Opportunities

Many employers promote to crew or team leader, shift leader or manager on the basis of factors such as experience, writing, cooking, cash handling, customer service, leadership and management skills. Employers mentioned a positive work attitude, good personal skills, reliability, the willingness to learn as positive factors they consider when promoting.

Deficiencies in New Hires

Many employers report poor work habits and some lack of basic skills as deficiencies in recent hires.

DOT Code: TITLE
N/A

Assessment Codes

California Occupational Guide N/A

Specific Vocational Preparation N/A

RML GVN SPQKFMEC

GED: N/A APTITUDES: N/A

GOE Code: N/A

SOC Code: N/A

CIP Code: N/A

O*NET SOC Codes: TITLE

353022.00 Counter Attendants

DENTAL HYGIENISTS

OES Code 329080

Number of firms responding: 11

Number employed in the occupation by responding firms: 44

DESCRIPTION

Dental Hygienists perform dental prophylactic treatments and instruct groups and individuals in the care of the teeth and mouth.

WAGES & BENEFITS

WAGES	RANGE	MEDIAN
New Hires, No Experience	\$31.25-\$35.63	\$34.38
New Hires, Experienced	\$31.25-\$43.75	\$37.50
3 + Yrs Experience with Firm	\$34.38-\$50.00	\$40.00

Employers: Non-union 100%

Hours

Full-time	30%
Part-time	66%
Other	5%

Full-time employees work 32 to 44 hours per week, part-time work 20 hours.

Shifts

Day	100%
Swing	9%
Graveyard	0%
Other	9%

BENEFITS

Percentage of responding employers offering benefits for full-time employees

	Employer Paid	Shared Cost	Employee Pays All
Vacation	55%	0%	0%
Medical Insurance	36%	9%	0%
Sick Leave	45%	0%	0%
Retirement Plan	18%	9%	18%
Dental Insurance	36%	9%	0%
Vision Insurance	0%	0%	18%
Life Insurance	0%	0%	9%
Child Care	0%	0%	18%
Other	0%	0%	0%

EMPLOYMENT TRENDS

Size of Occupation 1997-2004:

Small

Range: 220 to 270

Gender: Male 18% Female 82%

Projections

Occupational Forecast 1997-2004

Growth rate (per yr.): 3.2%- Average

Job Growth: 50

Separations: 40

Last 12 months growth trend: Most (73%) employers reported employment had remained stable.

Next 24 months growth trend: Most (73%) employers expect employment to remain stable.

SUPPLY & DEMAND

Fully Experienced and Qualified:

Somewhat difficult-Employer demand is somewhat greater than supply. Employers may have some difficulty finding qualified applicants and applicants may find little competition.

Inexperienced:

Very difficult-Employer demand is considerably greater than supply of qualified applicants. This means that qualified applicants have little to no competition in their job search.

Turnover Rate

Among employers responding, the rate is 14% for employees in this occupation over the past 12 months.

RECRUITMENT METHODS

Top three recruitment methods of employers responding

Newspaper ad	82%
Employee referrals	45%
Colleges/Universities	45%

WHERE THE JOBS ARE

<i>Major Employer</i>	<i>Percent</i>	<i>SIC</i>
Offices & Clinics of Dentists	100%	802

EMPLOYER REQUIREMENTS

Education

Most employers require applicants for this occupation to have an Associate's Degree, while some expect applicants to possess a Bachelor's Degree.

Training

Almost all employers require applicants to complete a Dental Hygienist program. Licensing is required to work in this occupation. For more information, call the Board of Dental Examiners at (916) 263-2595.

Experience

Many employers do not require, but prefer applicants to have an average of 19 months of experience in the occupation prior to hiring.
Range: 6 to 48 months.

SKILLS, LICENSES & OTHER REQUIREMENTS

Technical:

- Ability to do ultrasonic scaling
- Possess Dental Hygienist Licensing
- Knowledge of infection control
- Ability to examine gums for signs of disease
- Teeth polishing skills

Personal:

- Public contact skills
- Ability to work as part of a team
- Ability to work independently
- Patience with children

COMPUTER SKILLS

Required by 4 Firms

	<i>Percent of Firms</i>
Word processing	0%
Spreadsheet	0%
Database	50%
Desktop publishing	0%
Other	50%

OTHER INFORMATION

Promotional Opportunities

Employers do not promote to higher-level positions.

Deficiencies in New Hires

No deficiencies were identified by employers in this sample.

DOT Code: TITLE
078.361-010 Dental Hygienist

Assessment Codes
California Occupational Guide
Specific Vocational Preparation = 6
RMLGVNSPQKFMEC
GED: 434 APTITUDES: 23323422244
GOE Code: 10.02.02
SOC Code: 3630
CIP Code: 51.0602
O*NET SOC Code: TITLE
29-2021.00 Dental Hygienist

DINING ROOM & CAFETERIA

ATTENDANTS AND BARTENDER HELPERS

OES Code 650140 D

Number of firms responding: 16

Number employed in the occupation by responding firms: 227

DESCRIPTION

Dining Room and Cafeteria Attendants, and Bartender Helpers perform any combination of duties to facilitate food service. They carry dirty dishes from the dining room to the kitchen, replace soiled table linens and set tables with silverware and glassware, and replenish supply of clean linens, silverware, glassware, and dishes. They supply services bar with food, such as soups, salads, and desserts, and serve ice water and butter to patrons. They may also serve coffee to patrons and wash tables.

WAGES & BENEFITS

WAGES	RANGE	MEDIAN
New Hires, No Experience	\$6.25 - \$8.22	\$6.75
New Hires, Experienced	\$6.25 - \$8.22	\$6.75
3 Yrs+ Experience with Firm	\$6.75 - \$10.00	\$6.75

Employers: Non-union 81% Union 19%

Hours

Full-time	25%
Part-time	70%
Other	5%

Full-time employees average 38 hours per week, part-time average 22 hours per week.

Shifts

Day	94%
Swing	63%
Graveyard	6%
Other	19%

BENEFITS

Percentage of responding employers offering benefits for full-time employees.

	Employer Paid	Shared Cost	Employee Pays All
Vacation	31%	6%	0%
Medical Insurance	19%	13%	0%
Sick Leave	31%	6%	0%
Retirement Plan	19%	13%	6%
Dental Insurance	19%	13%	0%
Vision Insurance	13%	13%	0%
Life Insurance	13%	6%	0%
Child Care	0%	0%	0%
Other	0%	0%	0%

EMPLOYMENT TRENDS

Size of Occupation: 1997–2004
Large

Range: 650 to 710

Gender: Male 32% Female 68%

Projections

Occupational Forecast: 1997 to 2004

Growth rate (per yr): 13.1% Much faster than Average

Job Growth: 60

Separations: 170

Last 12 months growth trend:
Many (56%) employers reported employment had remained stable.
Many (44%) employers reported employment growth.

Next 24 months growth trend:
Almost all (81%) employers expect employment to remain stable.

SUPPLY & DEMAND

Fully Experienced and Qualified:

Somewhat difficult—Employer demand is somewhat greater than supply. Employers may have some difficulty finding qualified applicants and applicants may find little competition.

Inexperienced:

No difficulty—Supply of qualified applicants is considerably greater than demand, creating a very competitive job market for applicants.

Turnover Rate

Among employers responding, the turnover rate is 17% for employees in this occupation over the past 12 months.

RECRUITMENT METHODS

Top three recruitment methods of employers responding

Walk in applicant	63%
Newspaper ads	50%
Employee referrals	50%

WHERE THE JOBS ARE

Major Employer	Percent	SIC
Eating and drinking places	91.6%	581

EMPLOYER REQUIREMENTS

Education

Many employers do not require high school or equivalent.

Training

Employers do not require training but some will accept 3 months or more training as a substitute for experience.

Experience

Many employers do not require experience. A few employers require, and some prefer, 2 months or more experience in the occupation. A few will accept 3 months or more related experience involving foodservice, customer service or cash handling. Range: 3 to 18 months.

SKILLS, LICENSES & OTHER REQUIREMENTS

Technical:

- Ability to handle food orders in a timely fashion
- Knowledge of a sanitary work environment
- Attention to detail

Physical:

- Ability to stand continuously for two or more hours

Personal:

- Personal cleanliness
- Public contact skills
- Ability to work independently
- Willingness to work with close supervision

Basic:

- Ability to read and follow instructions
- Ability to follow oral instructions

COMPUTER SKILLS

Required by 2 Firms

	Percent of Firms
Word processing	50%
Spreadsheet	0%
Database	0%
Desktop publishing	0%
Other	50%

OTHER INFORMATION

Promotional Opportunities

Most employers promote to crew or team leader, floor supervisor, assistant manager or manager on the basis of demonstrated personal skills, reliability and responsibility, motivation and communication skills.

Deficiencies in New Hires

Most employers report deficiencies in recent hires in poor work habits (motivation, attendance), poor communication skills or lack of basic skills.

DOT Code: TITLE
311.677-010 Dining Room and Cafeteria Attendants

Assessment Codes
California Occupational Guide
Specific Vocational Preparation = 2
RML GVN SPQFMEC
GED: 211 APTITUDES: N/A
GOE Code: 09.05.02
SOC Code: N/A
CIP Code: N/A
O*NET SOC Code: TITLE
35-9011.00 Dining Room and Cafeteria Attendants

HELPERS-ELECTRICIANS & POWERLINE TRANSMISSION INSTALLERS

OES Code 983130

Number of firms responding: 12

Number employed in the occupation by responding firms: 52

DESCRIPTION

Electrician and Power line transmission Installers' Helpers help by performing duties of lesser skill. Their duties include supplying or holding materials or tools and cleaning work area and equipment. Does not include apprentice workers. Also, does not include Construction or Maintenance Laborers who do not primarily assist Electricians or Power line Transmissions installers.

WAGES & BENEFITS

WAGES	RANGE	MEDIAN
New Hires, No Experience	\$6.75-\$11.00	\$7.63
New Hires, Experienced	\$6.75-\$12.50	\$10.00
3 + Yrs Experience with Firm	\$8.00-\$15.00	\$12.25

Some employees (21%) earn wages that are subject to a collective bargaining or union agreement.

Employers: Non-union 92% Union 8%

Hours

Full-time	88%
Part-time	4%
Other:	7%

Full-time employees average 40 hrs per week, and part-time average 25 hours per week.

Shifts

Day	100%
Swing	0%
Graveyard	0%
Other	0%

BENEFITS

Percentage of responding employers offering benefits for full-time employees

	Employer Paid	Shared Cost	Employee Pays All
Vacation	25%	8%	0%
Medical Insurance	25%	17%	0%
Sick Leave	8%	0%	0%
Retirement Plan	25%	17%	0%
Dental Insurance	8%	8%	0%
Vision Insurance	8%	0%	0%
Life Insurance	8%	0%	0%
Child Care	8%	0%	0%
Other	8%	0%	0%

EMPLOYMENT TRENDS

Size of Occupation 1997-2004

Range: N/A

Gender: Male 94% Female 6%

Projections

Occupational Forecast 1997 to 2004

Growth rate (per yr.): N/A

Job Growth: N/A

Separations: N/A

Last 12 months growth trend: Most (67%) employers reported employment had remained stable.

Next 24 months growth trend: Many (50%) employers expect employment to remain stable. Many (50%) expect employment growth.

SUPPLY & DEMAND

Fully Experienced and Qualified:

Very difficult-Employer demand is considerably greater than supply of qualified applicants. This means that qualified applicants have little to no competition in their job search.

Inexperienced:

Somewhat difficult-Employer demand is somewhat greater than supply. Employers may have some difficulty finding qualified applicants and applicants may find little competition.

Turnover Rate

Among employers responding, the turnover rate is 22% for employees in this occupation over the past 12 months.

RECRUITMENT METHODS

Top three recruitment methods of employers responding

Newspaper ads	67%
Employee referrals	50%
Walk in applicants	50%

WHERE THE JOBS ARE

<i>Major Employer</i>	<i>Percent</i>	<i>SIC</i>
Electrical Work	57.8%	173
Combination Utility Services	42.2%	493

EMPLOYER REQUIREMENTS

Education

Almost all employers reported that they require applicants for this position to have at least a high school diploma (or the equivalent).

Training

Some employers require 14 months or more technical or vocational training and most will accept 9 months or more training as a substitute for experience.

Experience

Although many employers do not require experience, some do prefer that applicants have at least 12 months of experience in the occupation. Of the employers that prefer experienced applicants, many will accept an average of 26 months of experience in related occupations such as construction. Range: 6 to 24 months.

SKILLS, LICENSES & OTHER REQUIREMENTS

Technical:

- Ability to determine the kind of tools & equipment needed to do a job
- Knowledge of safe equipment operating procedures
- Knowledge of application of Electronics Theory, electrical codes

Physical:

- Mechanical Aptitude
- Good hand-eye coordination
- Full use of hands, arms & fingers
- Ability to distinguish colors

Personal:

- Critical thinking skills
- Ability to solve problems
- Willingness to work under close supervision
- Active listening skills

COMPUTER SKILLS

Required by 0 Firms

	<i>Percent of Firms</i>
Word processing	0%
Spreadsheet	0%
Database	0%
Desktop publishing	0%
Other	0%

OTHER INFORMATION

Promotional Opportunities

Almost all employers promote to apprentice, electrician, journeyman electrician and foreman. Important skills for advancement include training, experience, use of tools, and communication skills.

Deficiencies in New Hires

Employers reported that recent hires commonly demonstrate poor work habits and lack appropriate job skills for this occupation.

DOT Code: TITLE

Not Available

Assessment Codes

California Occupational Guide

Specific Vocational Preparation = N/A

RML GVNSPQKFMEC

GED: N/A APTITUDES: N/A

GOE Code: N/A

SOC Code: N/A

CIP Code: N/A

O*NET SOC Code: TITLE

Electricians 47-3031.00 Helpers

HOTEL DESK CLERKS

OES Code 538080

Number of firms responding: 16

Number employed in the occupation by responding firms: 81

DESCRIPTION

Hotel Desk Clerks accommodate hotel patrons by registering and assigning rooms to guests, issuing room keys, transmitting and receiving messages, keeping records of rooms occupied and guest's accounts, making and confirming reservations, and presenting statements to and collecting payments from departing guests.

WAGES & BENEFITS

WAGES	RANGE	MEDIAN
New Hires, No Experience	\$6.25-\$7.50	\$7.00
New Hires, Experienced	\$6.25-\$10.00	\$7.50
3 Yrs+ Experience with Firm	\$6.25-\$12.00	\$8.00

Employers: Non-union 100%

Hours

Full-time	83%
Part-time	16%
Other	1%

Full-time employees average 39 hours per week, part-time average 23 hours per week.

Shifts

Day	94%
Swing	94%
Graveyard	75%
Other	0%

BENEFITS

Percentage of responding employers offering benefits for full-time employees

	Employer Paid	Shared Cost	Employee Pays All
Vacation	38%	6%	0%
Medical Insurance	13%	38%	0%
Sick Leave	25%	0%	0%
Retirement Plan	25%	13%	0%
Dental Insurance	13%	25%	0%
Vision Insurance	13%	19%	0%
Life Insurance	13%	19%	0%
Child Care	0%	0%	0%
Other	0%	0%	0%

EMPLOYMENT TRENDS

Size of Occupation 1997 to 2004:
Small

Range: 100-130

Gender: Male 32% Female 68%

Projections

Occupational Forecast 1997 to 2004

Growth rate (per yr.): 4.3% Faster than Average

Job Growth: 30

Separations: 30

Last 12 months growth trend: Most (56%) employers report that employment remained stable.

Next 24 months growth trend: Almost all (81%) employers expect employment to remain stable.

SUPPLY & DEMAND

Fully Experienced and Qualified:

Somewhat difficult-Employer demand is somewhat greater than supply. Employers may have some difficulty finding qualified applicants and applicants may find little competition.

Inexperienced:

Somewhat difficult-Employer demand is somewhat greater than supply. Employers may have some difficulty finding qualified applicants and applicants may find little competition.

Turnover Rate

Among employers responding, the turnover rate is 60% for employees in this occupation over the past 12 months.

RECRUITMENT METHODS

Top three recruitment methods of employers responding

Newspaper ads	81%
Walk in applicants	81%
Employee referrals	63%

WHERE THE JOBS ARE

<i>Major Employer</i>	<i>Percent</i>	<i>SIC</i>
Hotels and motels	100%	701

EMPLOYER REQUIREMENTS

Education

Almost all employers require high school or the equivalent.

Training

Many employers do not require training in the occupation but some will accept 3 months or more training (e.g., in customer service, hotel or front desk work, or computer skills) as a substitute for experience.

Experience

Some employers require and some prefer 6 months or more experience in the occupation, although many will accept 6 months or more experience in a related occupation involving front desk, housekeeping, cashiering or other clerical work. Range: 3 to 12.

SKILLS, LICENSES & OTHER REQUIREMENTS

Technical:

- Ability to follow billing procedures
- Write effectively
- Record keeping
- Ability to handle cash

Personal:

- Public contact skills
- Customer service skills
- Good grooming
- Ability to work under pressure
- Ability to work independently

Basic:

- Verbal communication and speaking skills
- Read and follow instructions
- Listening skills
- Write legibly
- Basic math

COMPUTER SKILLS

Required by 11 Firms

Percent of Firms

Word processing	45%
Spreadsheet	18%
Database	45%
Desktop publishing	0%
Other	45%

OTHER INFORMATION

Promotional Opportunities

Most employers promote to positions such as front desk or sales supervisor or manager on the basis of education, technical, math, writing and customer service skills.

Discrepancies in New Hires

Many employers report that recent hires have been deficient in communication skills and work habits, and some employers comment that recent hires lack basic skills.

DOT Code: TITLE
238.367-038 Hotel Desk Clerks

Assessment Codes
California Occupational Guide
Specific Vocational Preparation 4
RML GBNSPQKFMEC
GED: 3 3 3 APTITUDES: N/A
GOE Code: 07.04.03
SOC Code: N/A
CIP Code: N/A
O*NET SOC Code: TITLE
43-4081.00 Hotel Desk Clerk

INSURANCE CLAIMS CLERKS

OES Code 533110

Number of firms responding: 15

Number employed in the occupation by responding firms: 77

DESCRIPTION

Insurance Claims Clerks obtain information from insured or designated persons to settle claims with their insurance carrier.

WAGES & BENEFITS

WAGES	RANGE	MEDIAN
New Hires, No Experience	\$6.25 - \$10.00	\$8.50
New Hires, Experienced	\$7.00 - \$12.98	\$10.00
3 Yrs+ Experience with Firm	\$8.00 - \$14.00	\$12.00

Employers: Non-union 100%

Hours

Full-time	78%
Part-time	22%
Other	0%

Full-time employees average 40 hours per week, part-time employees average 22 hours.

Shifts

Day	100%
Swing	7%
Graveyard	7%
Other	13%

BENEFITS

Percentage of responding employers offering benefits for full-time employees

	<i>Employer Paid</i>	<i>Shared Cost</i>	<i>Employee Pays All</i>
Vacation	87%	7%	0%
Medical Insurance	53%	40%	0%
Sick Leave	80%	7%	0%
Retirement Plan	47%	27%	0%
Dental Insurance	40%	33%	7%
Vision Insurance	33%	20%	13%
Life Insurance	40%	7%	7%
Child Care	0%	0%	13%
Other	13%	0%	0%

EMPLOYMENT TRENDS

Size of Occupation 1997-2004:
Small

Range: 150-180

Gender: Male: 1% Female: 99%

Projections

Occupational Forecast 1997-2004

Growth rate (per yr): 2.9% Slower than Average

Job Growth: 30

Separations: 20

Last 12 months growth trend: Most (60%) employers reported employment remained stable.

Next 24 months growth trend: Most (67%) employers expect employment to remain stable.

SUPPLY & DEMAND

Fully Experienced and Qualified:

Somewhat difficult-Employer demand is considerably greater than supply of qualified applicants. This means that qualified applicants have little to no competition in their job search.

Inexperienced:

Somewhat difficult-Employer demand is somewhat greater than supply. Employers may have some difficulty finding qualified applicants and applicants may find little competition.

Turnover Rate

Somewhat difficult-Among employers responding, the turnover rate is 11% for employees in this occupation over the past 12 months.

RECRUITMENT METHODS

Top three recruitment methods of employers responding

Newspaper ads	80%
Employee referrals	80%
In-house promotion or transfer	47%

WHERE THE JOBS ARE

<i>Major Employer</i>	<i>Percent</i>	<i>SIC</i>
Fire, marine & casualty insurance	46.6%	633
Hospitals	37.6%	806

EMPLOYER REQUIREMENTS

Education

All (100%) employers surveyed hire applicants with high school or the equivalent.

Training

Most employers will substitute 12 months or more experience in related occupations in the clerical or health fields.

Experience

Many employers require 12 months or more experience in the occupation. Most do not require formal technical or vocational training but most will accept 6 months or more training in computer use or fields providing a health related background such as dental or medical assistant as a substitute for experience. Range 4 to 24 months.

SKILLS, LICENSES & OTHER REQUIREMENTS

Technical:

- Data entry
- Ability to research and identify appropriate information
- Ability to read and comprehend information quickly
- Ability to organize and categorize information
- Problem solving skills

Physical:

- Ability to sit continuously for 2 or more hours

Personal:

- Ability to interact with the public
- Ability to communicate verbally

COMPUTER SKILLS

Required by 13 Firms

	<i>Percent of Firms</i>
Word processing	77%
Spreadsheet	38%
Database	23%
Desktop publishing	0%
Other	46%

OTHER INFORMATION

Promotional Opportunities

Most employers will promote into this occupation from lower occupations such as receptionist or other front office positions, or from file clerk or similar positions. Almost all will promote from this occupation into higher positions such as patient coordinator, team leader or department or office supervisor or manager. Employers promote on the ability to work quickly and independently, and on the basis of organizational, interpersonal and communications skills.

Deficiencies of New Hires

Many employers report poor work habits as deficiencies in recent hires, and some report recent hires poor in communication skills.

DOT Code: TITLE
241.262-010 Insurance Claims Clerk

Assessment Codes
California Occupational Guide N/A
Specific Vocational Preparation = 4
RMLGVNSPQKFMEC

GED: 4 3 3
GOE Code: 07.05.02
SOC Code: N/A
CIP Code: N/A
O*NET SOC Code: TITLE
43-9041.01 Insurance Claims Clerks

MAIDS

& HOUSEKEEPING CLEANERS

OES Code 670020 D

Number of firms responding: 16

Number employed in the occupation by responding firms: 229

DESCRIPTION

Maids and housekeeping cleaners perform any combination of tasks to maintain rooms in commercial establishments, such as hotels, restaurants and hospitals, in a clean and orderly condition. Their duties include making beds, replenishing linens, cleaning rooms and halls, and arranging furniture.

WAGES & BENEFITS

WAGES	RANGE	MEDIAN
New Hires, No Experience	\$6.25 - \$8.25	\$6.75
New Hires, Experienced	\$6.25 - \$8.83	\$6.75
3 Yrs+ Experience with Firm	\$6.35-\$10.50	\$7.13

Employers: Non-union 94% Union 6%

Hours

Full-time	58%
Part-time	35%
Other	7%

Full-time employees average 40 hours per week, part-time average 27 hours per week.

Shifts

Day	100%
Swing	44%
Graveyard	13%
Other	6%

BENEFITS

Percentage of responding employers offering benefits for full-time employees

	Employer Paid	Paid Shared Cost	Employee Pays All
Vacation	56%	6%	0%
Medical Insurance	31%	31%	0%
Sick Leave	56%	6%	0%
Retirement Plan	31%	19%	6%
Dental Insurance	25%	38%	0%
Vision Insurance	25%	19%	0%
Life Insurance	38%	19%	0%
Child Care	0%	6%	0%
Other	13%	0%	0%

EMPLOYMENT TRENDS

Size of Occupation 1997-2004:

Large

Range: 840-1020

Gender: Male 19% Female 81%

Projections

Occupational Forecast 1997-2004

Growth rate (per yr): 3.1% Average

Job Growth: 180

Separations: 120

Last 12 months growth trend: Most (56%) employers reported employment remained stable.

Next 24 months growth trend: Almost all (81%) employers expect employment to remain stable

SUPPLY & DEMAND

Fully Experienced and Qualified:

Somewhat difficult-Employer demand is considerably greater than supply of qualified applicants. This means that qualified applicants have little to no competition in their job search.

Inexperienced:

Somewhat difficult-Employer demand is somewhat greater than supply. Employers may have some difficulty finding qualified applicants and applicants may find little competition.

Turnover Rate

Among employers responding, the turnover rate is 20% for employees in this occupation over the past 12 months.

RECRUITMENT METHODS

Top three recruitment methods of employers responding

Walk in applicants	88%
Newspaper ads	75%
Employee referrals	56%

WHERE THE JOBS ARE

Major Employer	Percent	SIC
Hotels and motels	25.4%	701
Hospitals	17.5%	806
Nursing, personal care facilities	13.5%	805

EMPLOYER REQUIREMENTS

Education

Most employers do not require high school or the equivalent.
Some employers require high school or the equivalent.

Training

Some employers will accept 3 months or more training as a substitute for experience.

Experience

A few employers require, and many prefer, 6 months or more experience in the occupation. Many will accept 6 months or more experience in a related occupation involving housekeeping or other work in a hotel or motel environment. Range: 3 to 24 months.

SKILLS, LICENSES & OTHER REQUIREMENTS

Technical:

- Ability to operate commercial vacuum cleaners
- Knowledge of a sanitary work environment
- Knowledge of hazardous materials
- Understanding of cleaning compounds and solutions

Physical:

- Ability to stand for prolonged periods

Personal:

- Ability to work as part of a team
- Ability to follow oral instructions
- Ability to interact well with others
- Ability to work rapidly

Basic:

- Ability to read and follow instructions

COMPUTER SKILLS

Required by 2 Firms

	Percent of Firms
Word processing	100%
Spreadsheet	100%
Database	50%
Desktop publishing	0%
Other	50%

OTHER INFORMATION

Promotional Opportunities

Most employers report promoting to lead housekeeper, office assistant, caregiver and room inspector or supervisor on the basis of experience, computer, communication and customer service skills.

Deficiencies in New Hires

Employers report poor work habits and poor communication as deficiencies in recent hires.

DOT Code: TITLE

323.687-010 Cleaner, Hospital

323.687-014 Cleaner, House Cleaning

323.687-018 House Cleaner

Assessment Codes

California Occupational Guide

Specific Vocational Preparation = 2

RML GVN SPQKFMEC

GED: 1111 APTITUDES: 444444444444

GOE Code: 05.12.18

SOC Code: 5254

CIP Code: N/A

O*NET SOC Code: TITLE

37-2012.00 Maids and Housekeeping Cleaners

NEW ACCOUNTS CLERKS

OES Code 531050

Number of firms responding: 15

Number employed in the occupation by responding firms: 98

DESCRIPTION

New Accounts Clerks interview persons desiring to open banking accounts. They explain banking services available to prospective customers, and assist them in preparing an application form.

WAGES & BENEFITS

WAGES	RANGE	MEDIAN
New Hires, No Experience	\$6.50 - \$10.05	\$8.00
New Hires, Experienced	\$7.00 - \$12.69	\$9.25
3 Yrs+ Experience with Firm	\$8.00 - \$14.14	\$11.50

Employers: Non-union 100%

Hours

Full-time	62%
Part-time	38%
Other	0%

Full-time employees average 40 hours per week, part-time employees average 29 hours per week.

Shifts

Day	100%
Swing	0%
Graveyard	0%
Other	0%

BENEFIT

Percentage of responding employers offering benefits for full-time employees

	<i>Employer Paid</i>	<i>Shared Cost</i>	<i>Employee Pays All</i>
Vacation	87%	0%	0%
Medical Insurance	60%	27%	0%
Sick Leave	87%	0%	0%
Retirement Plan	33%	40%	7%
Dental Insurance	53%	20%	0%
Vision Insurance	47%	20%	0%
Life Insurance	60%	13%	0%
Child Care	0%	0%	0%
Other	13%	0%	0%

EMPLOYMENT TRENDS

Size of Occupation 1997-2004:

Small

Range: 220-280

Gender: Male: 7% Female 93%

Projections

Occupational Forecast 1997-2004

Growth rate (per yr): 3.9% Faster than Average

Job Growth: 60

Separations: 60

Last 12 months growth trend: All most all (80%) employers reported employment remained stable.

Next 24 months growth trend: Most (60%) employers expect employment to remain stable.

SUPPLY & DEMAND

Fully Experienced and Qualified:

Somewhat difficult-Employer demand is somewhat greater than supply. Employers may have some difficulty finding qualified applicants and applicants may find little competition.

Inexperienced:

Somewhat difficult-Employer demand is somewhat greater than supply. Employers may have some difficulty finding qualified applicants and applicants may find little competition.

Turnover Rate

Among employers responding, the turnover rate is 40% for employees in this occupation over the past 12 months.

RECRUITMENT METHODS

Top three recruitment methods of employers responding

Newspaper ads	93%
Employee referrals	60%
In-house promotion or transfer	47%

WHERE THE JOBS ARE

Major Employer	Percent	SIC
Commercial banks	54%	602
Savings institutions	42.8%	603

EMPLOYER REQUIREMENTS

Education

All (100%) of employers require high school or the equivalent for new hires in this occupation. Although employers do not require technical or vocational training for this occupation, many will substitute 6 months or more training for experience in the occupation.

Training

Although employers do not require technical or vocational training for this occupation, many will substitute 3 months or more training for experience in the occupation.

Experience

Many employers require and most prefer 6 months or more experience in the occupation. Almost all will accept 6 months or more related experience as a teller or in another related occupation involving customer service or cash handling. Range: 5 to 24 months.

SKILLS, LICENSES & OTHER REQUIREMENTS

Technical:

- Telephone answering skills
- Ability to interview others for information
- Ability to use a computer
- Ability to read forms quickly

Personal:

- Ability to follow oral instructions
- Customer service skills
- Ability to interact well with others
- Public contact skills
- Problem solving skills

Basic:

- Oral communication skills

COMPUTER SKILLS

Required by 3 Firms

	Percent of Firms
Word processing	86%
Spreadsheet	43%
Database	43%
Desktop publishing	0%
Other	14%

OTHER INFORMATION

Promotional Opportunities

Few (12%) employers responding promote. Most employers will promote into this occupation from other occupations such as teller, customer service representative or file clerk. Most will also promote from this occupation into higher occupations such as loan interviewer, bookkeeper, or supervisor or branch manager.

Deficiencies in New Hires

Employers report deficiencies among new hires such as poor work habits and lack of basic skills.

DOT Code: TITLE

205.362-026 Customer service representative
295.367-022 Safe deposit box rental clerk

Assessment Codes

California Occupational Guide

Specific Vocational Preparations = 6

RML G V N S P Q F M E C

GED: 4 3 4 APTITUDES: 3 3 3 4 4 2 4 4 4 5 5

GOE Code: 07.04.01

SOC Code: 4642

CIP Code: 52.0801

O*NET SOC Code: TITLE

43-4141.00 New Accounts Clerk

ORDER FILLERS,

WHOLESALE & RETAIL SALES

OES Code 580260

Number of firms Responding: 17

Number employed in the occupation by responding firms: 387

DESCRIPTION

Wholesale and retail Sales Order Fillers fill customers mail and telephone orders from stored merchandise in accordance with specifications on sales slips or order forms. Their duties include computing prices of items, completing order receipts, keeping records of out-going orders, requisitioning additional material, supplies and equipment, and other related tasks. Does not include Laborers, Stock Clerks, and workers whose primary duties involve weighing and checking.

WAGES & BENEFITS

WAGES	RANGE	MEDIAN
New Hires, No Experience	\$7.00-\$12.00	\$9.00
New Hires, Experienced	\$6.75-\$17.50	\$12.00
3 Yrs+ Experience with Firm	\$7.21-\$19.89	\$15.00

Employers: Non-union 88% Union 12%

Hours

Full-time	89%
Part-time	10%
Other	1%

Full-time employees average 42 hours per week, part-time average 22 hours per week.

Shifts

Day	100%
Swing	41%
Graveyard	12%
Other	0%

BENEFITS

Percentage of responding employers offering benefits for full-time employees

	<i>Employer Paid</i>	<i>Shared Cost</i>	<i>Employee Pays All</i>
Vacation	88%	6%	0%
Medical Insurance	41%	41%	0%
Sick Leave	71%	6%	0%
Retirement Plan	29%	53%	0%
Dental Insurance	29%	47%	0%
Vision Insurance	35%	41%	0%
Life Insurance	35%	24%	12%
Child Care	0%	6%	0%
Other	6%	0%	0%

EMPLOYMENT TRENDS

Size of Occupation 1997-2004:

Medium

Range: 270-320

Gender: Male 92% Female 8%

Projections

Occupational Forecast 1997-2004

Growth rate (per yr.): 2.6% Slower than Average

Job Growth: 50

Separations: 50

Last 12 months growth trend: Many (47%) employers reported that employment remained stable. Some (24%) reported employment grew.

Next 24 months growth trend: Most (71%) employers expect employment to remain stable.

SUPPLY & DEMAND

Fully Experienced and Qualified:

Somewhat difficult-Employer demand is somewhat greater than supply. Employers may have some difficulty finding qualified applicants and applicants may find little competition.

Inexperienced:

Somewhat difficult-Employer demand is somewhat greater than supply. Employers may have some difficulty finding qualified applicants and applicants may find little competition.

Turnover Rate

Among employers surveyed, the turnover rate is 16% for employees in this occupation over the past 12 months.

RECRUITMENT METHODS

Top three recruitment methods of employers responding

In-house promotion or transfer	65%
Walk in applicants	53%
Employee referrals	59%
Newspaper ads	29%

WHERE THE JOBS ARE

<i>Major Employer</i>	<i>Percent</i>	<i>SIC</i>
Groceries and related products	23.2%	514
Beer, wine and distilled beverages	16.8%	518
Metals and minerals, except petrole	13.3 %	505

EMPLOYER REQUIREMENTS

Education

Almost all employers require high school or the equivalent in new hires.

Training

Many employers will accept three months or more training as a substitute for experience.

Experience

Some employers require and many prefer 6 months or more experience in the occupation. Many will accept 6 months or more related experience, such as warehouse worker, forklift driver or sales. Range: 3 to 24 months.

SKILLS, LICENSES & OTHER REQUIREMENTS

Technical:

- Ability to locate information quickly
- Ability to read and comprehend information quickly

Personal:

- Attention to detail
- Ability to work as part of a team
- Ability to work independently
- Ability to interact well with others
- Ability to follow oral instructions

Basic:

- Ability to perform basic math

COMPUTER SKILLS

Required by 8 Firms

	<i>Percent of Firms</i>
Word processing	63%
Spreadsheet	63%
Database	63%
Desktop publishing	25%
Other	38%

OTHER INFORMATION

Promotional Opportunities

Almost all employers promote to parts supervisor or branch manager, purchasing or outside sales on the basis of demonstrated management or organizational ability, product/industry knowledge, and computer and math skills.

Deficiencies in New Hires

Many employers report poor work habits as deficiencies in recent hires. Some report poor basic skills and a few poor technical skills as deficiencies.

DOT Code: TITLE
222.487-014 Wholesale and Retail Order Fillers

Assessment Codes
California Occupational Guide
Specific Vocational Preparation 3
RML GVNSPQKFMEC
GED: 3 2 2 APTITUDES: N/A
GOE Code: 05.09.01
SOC Code: N/A
CIP Code: N/A
O*NET SOC Code: TITLE
43-5081.04 Wholesale and Retail Order Fillers

PAINTERS, PAPERHANGERS

CONSTRUCTION AND MAINTENANCE

OES Code 874020

Number of firms responding: 15

Number employed in the occupation by responding firms: 120

DESCRIPTION

Painters, Paperhangers, Construction and Maintenance paint walls, equipment, buildings, bridges and other structural surfaces using brushes, rollers, and spray guns. They may mix colors or oils to obtain desired color or consistency. Paperhangers cover interior walls and ceilings of rooms with decorative wallpaper or fabric.

WAGES & BENEFITS

WAGES	RANGE	MEDIAN
New Hires, No Experience	\$6.75 - \$10.00	\$8.00
New Hires, Experienced	\$9.00 - \$15.00	\$12.00
3 Yrs+ Experience with Firm	\$10.00 - \$21.00	\$16.00

Employers: Non-union 100%

Hours

Full-time	93%
Part-time	4%
Other	3%

Full-time employees average 40 hours per week, and part-time employees average 25 hours per week.

Shifts

Day	100%
Swing	0%
Graveyard	0%
Other	7%

BENEFITS

Percentage of responding employers offering benefits for full-time employees

	Employer Paid	Shared Cost	Employee Pays All
Vacation	33%	0%	0%
Medical Insurance	13%	33%	0%
Sick Leave	20%	0%	0%
Retirement Plan	13%	7%	7%
Dental Insurance	0%	13%	7%
Vision Insurance	0%	27%	0%
Child Care	0%	0%	0%
Other	0%	0%	0%

EMPLOYMENT TRENDS

Size of Occupation 1997-2004:

Medium

Range: 420-600

Gender: Male: 92% Female: 8%

Projections

Occupational Forecast 1997-2004

Growth rate (per yr): 6.1% Much Faster than Average

Job Growth: 180

Separations: 90

Last 12 months growth trend: Many (53%) employers reported employment remained stable.

Next 24 months growth trend: Many (53%) employers expect employment to remain stable.

SUPPLY & DEMAND

Fully Experienced and Qualified:

Somewhat difficult-Employer demand is somewhat greater than supply. Employers may have some difficulty finding qualified applicants and applicants may find little competition.

Inexperienced:

Somewhat difficult-Employer demand is somewhat greater than supply. Employers may have some difficulty finding qualified applicants and applicants may find little competition.

Turnover Rate

Among employers surveyed, the turnover rate is 30% for employees in this occupation over the past 12 months.

RECRUITMENT METHODS

Top three recruitment methods of employers responding

Employee referrals	80%
Walk in applicants	60%
Newspaper ads	47%

WHERE THE JOBS ARE

<i>Major Employer</i>	<i>Percent</i>	<i>SIC</i>
Painting & Paperhanging	48.8%	172
Advertising	11%	731
Residential Building Construction	9.3%	152

EMPLOYER REQUIREMENTS

Education

Most employers report hiring applicants with less than high school.

Training

Most employers do not require formal technical or vocational training and will substitute 6 months or more training for experience.

Experience

Most employers require and some prefer 12 months or more prior experience in the occupation. Many will accept 12 months or more experience in a related construction occupation. Range: 7 to 60 months.

SKILLS, LICENSES & OTHER REQUIREMENTS

Technical:

- Attention to detail
- Knowledge of safe working practices
- Ability to work from ladders or scaffolds
- Surface preparation skills
- Provide own hand tools

Physical:

- Ability to stand for prolonged periods
- Ability to lift at least 50 lbs

Personal:

- Willingness to work under close supervision
- Ability to work independently
- Ability to interact well with others

Basic:

- Ability to follow oral instructions

COMPUTER SKILLS

Required by 0 Firms

Percent of Firms

Word processing	0%
Spreadsheet	0%
Database	0%
Desktop publishing	0%
Other	0%

OTHER INFORMATION

Promotional Opportunities

Most employers will promote into this occupation from positions as apprentice or helper or other construction labor or helper positions, and will promote from this occupation into higher positions such as crew leader, foreman or supervisor.

Deficiencies in New Hires

Employers report deficiencies in new hires such as poor work habits, poor communication skills including the ability to speak English, and the lack of other basic or technical skills.

DOT Code: TITLE
840.381-010 Painter
841.381-010 Paperhanger

Assessment Codes
California Occupational Guide
Specific Vocational Preparation = 7
RML GVN SPQKFM EC
GED: 3 2 2 APTITUDES: 3 4 4 4 3 4 3 4 3
GOE Code: 05.10.07
SOC Code: 6442
CIP Code: 46.0408
O*NET SOC Code: TITLE
47.2141.00 Painter
47.2142.00 Paperhanger

PHARMACISTS

OES Code 325170 Q

Number of firms responding: 17

Number employed in the occupation by responding firms: 132

DESCRIPTION

Pharmacists compound and dispense medications following prescriptions issued by physicians, dentists or other authorized medical practitioners.

WAGES & BENEFITS

WAGES	RANGE	MEDIAN
New Hires, No Experience	\$32.00-\$46.00	\$40.38
New Hires, Experienced	\$37.50-\$46.00	\$43.00
3+Yrs. Experience with Firm	\$40.00-\$47.00	\$43.50

Employers: Non-union 88% Union 12%

Hours

Full-time	72%
Part-time	28%
Other	0%

Full-time employees average 41 hours per week, part-time average 21 hours per week.

Shifts

Day	100%
Swing	35%
Graveyard	12%
Other	6%

BENEFITS

Percentage of responding employers offering benefits for full-time employees

	<i>Employer Paid</i>	<i>Shared Cost</i>	<i>Employee Pays All</i>
Vacation	76%	12 %	0%
Medical Insurance	53%	35%	0%
Sick Leave	65%	12%	0%
Retirement Plan	65%	12%	0%
Dental Insurance	47%	24%	0%
Vision Insurance	47%	18%	0%
Life Insurance	41%	12%	0%
Child Care	24%	0%	0%
Other	6%	0%	0%

EMPLOYMENT TRENDS

Size of Occupation 1997-2004:

Medium

Range: 280-330

Gender: Male 65% Female 35%

Projections

Occupational Forecast 1997-2004

Growth rate (per yr.): 2.6% Slower than Average

Job Growth: 50

Separations: 60

Last 12 months growth trend: Most (71%) employers reported that employment remained stable

Next 24 months growth trend: Many(53%) employers expect employment to remain stable

SUPPLY & DEMAND

Fully Experienced and Qualified:

Very difficult-Employer demand is considerably greater than supply of qualified applicants. This means that qualified applicants have little to no competition in their job search.

Inexperienced:

Very difficult-Employer demand is considerably greater than supply of qualified applicants. This means that qualified applicants have little to no competition in their job search.

Turnover Rate

Among employers responding, the turnover rate is 10% for employees in this occupation over the past 12 months.

RECRUITMENT METHODS

Top three recruitment methods of employers responding

Colleges/Universities	65%
Employee referrals	53%
School/program referrals	29%

WHERE THE JOBS ARE

<i>Major Employer</i>	<i>Percent</i>	<i>SIC</i>
Drug stores, proprietary stores	45.2%	591
Hospitals	33.1%	806

EMPLOYER REQUIREMENTS

Education

Most employers hire pharmacists with graduate study.

Training

Some employers accept 12 months or more training as a substitute for experience.

Experience

Some employers require experience for new hires. Experience among new hires averages 20 months. Many employers prefer 12 months or more experience but do not require it. Range: 12 to 72 months.

SKILLS, LICENSES & OTHER REQUIREMENTS

Pharmacy is a profession licensed by the State of California

Technical:

- Knowledge of non-prescription medicine
- Knowledge of the composition and effects of drugs
- Ability to maintain records
- Ability to advise physicians and patients on the proper selection and use of medicines
- Knowledge of pharmaceutical and drug laws

Physical:

- Ability to stand continuously for more than two hours

Personal:

- Attention to detail
- Ability to work effectively under pressure
- Customer service skills
- Understanding a variety of cultures
- Ability to work independently

Basic:

- Ability to write effectively.

COMPUTER SKILLS

Required by 6 Firms

	<i>Percent of Firms</i>
Word processing	38%
Spreadsheet	13%
Database	25%
Desktop publishing	0%
Other	50%

OTHER INFORMATION

Promotional Opportunities

Some employers promote to pharmacy supervisor or manager, clinic coordinator or director, on the basis of advanced education, experience and management skills.

Deficiencies in New Hires

Many employers report that pharmacists recently hired have been deficient in work habits and communication skills.

DOT Code: TITLE

074.161-010 Pharmacists

Assessment Codes

California Occupational Guide

Specific Vocational Preparation: 7

RML

GVNSPQKFMEC

GED: 5 5 5 APTITUDES: N/A

GOE Code: 02.04.01

SOC Code: N/A

CIP Code: N/A

O*NET SOC Code: TITLE

29-1051.00 Pharmacists

PHARMACY AIDES

OES Code 660260

Number of firms responding: 16

Number employed in the occupation by responding firms: 86

DESCRIPTION

Pharmacy Aides record drugs delivered to the pharmacy, store incoming merchandise, and inform the supervisor of stock needs. They may operate the cash register and accept prescriptions for filling.

WAGES & BENEFITS

WAGE	RANGE	MEDIAN
New Hires, No Experience	\$6.75-\$8.00	\$6.98
New Hires, Experienced	\$7.00-\$12.00	\$8.50
3+Yrs. Experience with Firm	\$7.50-\$14.04	\$11.25

Employers: Non-union 88% Union 13%

Hours

Full-time	52%
Part-time	44%
Other	3%

Full-time employees average 40 hours per week, part-time average 24 hours per week.

Shifts

Day	94%
Swing	38%
Graveyard	0%
Other	6%

BENEFITS

Percentage of responding employers offering benefits for full-time employees

	Employer Paid	Shared Cost	Employee Pays All
Vacation	50%	19%	0%
Medical Insurance	50%	31%	0%
Sick Leave	44%	13%	0%
Retirement Plan	50%	6%	0%
Dental Insurance	25%	25%	0%
Vision Insurance	25%	25%	0%
Life Insurance	25%	13%	0%
Child Care	0%	0%	0%
Other	0%	0%	0%

EMPLOYMENT TRENDS

Size of Occupation 1997-2004 :
Small

Range: 100-130

Gender: Male 29% Female 71%

Projections

Occupational Forecast 1997-2004

Growth rate (per yr.): 4.3% Faster than Average

Job Growth: 30

Separations: 20

Last 12 months growth trend: Many (50%) employers reported employment remained stable. Many (50%) employers reported employment growth.

Next 12 months growth trend: Most (63%) employers expect employment to remain stable

SUPPLY & DEMAND

Fully Experienced and Qualified:

Somewhat difficult-Employer demand is somewhat greater than supply. Employers may have some difficulty finding qualified applicants and applicants may find little competition.

Inexperienced:

No difficulty-Supply of qualified applicants is considerably greater than demand, creating a very competitive job market for applicants.

Turnover Rate

Among employers responding, the turnover rate is 18% for employees in this occupation over the past 12 months.

RECRUITMENT METHODS

Top three recruitment methods of employers responding

Employee referrals	56%
Walk in applicants	50%
Newspaper ads	44%

WHERE THE JOBS ARE

<i>Major Employer</i>	<i>Percent</i>	<i>SIC</i>
Hospitals	54%	806
Drug stores and Proprietary stores	27.8%	591

EMPLOYER REQUIREMENTS

Education

Almost all employers require high school or the equivalent.

Training

Most employers do not require training but will accept 12 months or more training as a substitute for experience.

Experience

Some employers require, and many prefer 6 months or more experience in the occupation. A few accept 6 months or more experience in a related occupation providing customer service. Range: 6 to 48 months.

SKILLS, LICENSE & OTHER REQUIREMENTS

Technical:

- Cash handling skills
- Ability to operate a cash register

Physical:

- Ability to stand continuously for two or more hours

Personal:

- Customer service skills
- Good grooming skills
- Ability to work under pressure
- Ability to pay attention to detail
- Ability to work as part of a team

Basic:

- Ability to read and follow instructions
- Ability to write legibly
- Clean police record

COMPUTER SKILLS

Required by 8 Firms

	<i>Percent of Firms</i>
Word processing	63%
Spreadsheet	13%
Database	25%
Desktop publishing	0%
Other	13%

OTHER INFORMATION

Promotional Opportunities

Most employers promote to pharmacy technician or assistant manager on the basis of store/product knowledge, computer skills or customer service skills.

Deficiencies in New Hires

Almost all employers report deficiencies in recent hires including poor work habits, poor communication skills, and a lack of basic or technical skills.

DOT Code: TITLE
N/A

Assessment Codes
California Occupational Guide
Specific Vocational Preparation: N/A
RML GVNSPQFMEC
GED: N/A APTITUDES: N/A
GOE Code: N/A
SOC Code: N/A
CIP Code: N/A
O*NET SOC Code: TITLE
31-9095.00 Pharmacy Aides

PHYSICIAN'S ASSISTANTS

OES Code 325110

Number of firms responding: 9

Number employed in the occupation by responding firms: 30

DESCRIPTION

Physician Assistants provide patient services under the direct supervision and responsibility of a doctor of medicine or osteopathy. They elicit detailed patient histories and do complete physical examinations, reach tentative diagnosis and order appropriate laboratory tests. This occupation requires Certification by the National Commission on Certification of Physicians' Assistants and the California State Board of Medical Quality Assurance. Does not include Nurses, or Ambulance Attendants whose training is limited to the application of first aide.

WAGES & BENEFITS

WAGES

RANGE

MEDIAN

Union

New Hires, No Experience	\$28.24 - \$28.24	\$28.24
New Hires, Experienced	\$26.52-\$29.36	\$27.94
3+ Yrs Experience with Firm	\$29.23-\$32.21	\$30.72

Non-union

New Hires, No Experience	\$28.00 - \$28.24	\$28.24
New Hires, Experienced	\$25.64-\$40.00	\$29.36
3+ Yrs Experience with Firm	\$29.23 - 45.00	\$32.21

Employers: Non-union 78% Union 22%

Hours

Full-time	93%
Part-time	7%
Other	0%

Shifts

Day	89%
Swing	33%
Graveyard	11%
Other	0%

Full time employees average
42 hours per week, part time
employees average 7 hours per week.

BENEFITS

Percentage of responding employers offering benefits for full-time employees

	Employer Paid	Shared Cost	Employee Pays All
Vacation	67%	0%	0%
Medical Insurance	56%	22%	11%
Sick Leave	56%	0%	0%
Retirement Plan	33%	44%	11%
Dental Insurance	22%	11%	33%
Vision Insurance	33%	11%	33%
Life Insurance	22%	22%	11%
Child Care	0%	0%	0%
Other	0%	0%	0%

EMPLOYMENT TRENDS

Size of Occupation 1997-2004: N/A

Range: N/A

Gender: Male 70% Female 30%

Projections

Occupational Forecast 1997-2004

Growth rate (per yr.): N/A

Job Growth: N/A

Separations: N/A

Last 12 months growth trend: Most
(67%) employers reported employ-
ment had remained stable.

Next 24 months growth trend: Most
(67%) employers expect employ-
ment to remain stable.

SUPPLY & DEMAND

Fully Experienced and Qualified:

Very difficult-Employer demand is considerably greater than supply of qualified applicants. This means that qualified applicants have little to no competition in their job search.

Inexperienced:

No difficulty-Supply of qualified applicants is considerably greater than demand, creating a very competitive job market for applicants.

Turnover Rate

Among employers responding, the turnover rate is 11% for employees in this occupation over the past 12 months.

RECRUITMENT METHODS

Top three recruitment methods of employers responding

Trade Journals	56%
Employee referrals	44%
School/Program referrals; Internet	33%

WHERE THE JOBS ARE

<i>Major Employer</i>	<i>Percent</i>	<i>SIC</i>
Office and Clinics of Medical Doctors	90.7%	801

EMPLOYER REQUIREMENTS

Education

Few employers require only a high school diploma. Many employers require applicants to have at least a Bachelor's Degree for this occupation, but some require completion of graduate studies.

Training

Many employers will substitute 17 months of experience in a related occupation, such as nurse practitioner, FP/ER/surgery and secretary for experience. Most employers require completion of an accredited Physician Assistant program and certification. For information on certification examination, contact the National Commission on Certification of Physician Assistants at (770) 399-9971. For applications, please contact the Physician Assistant Examining Committee at (916) 263-2670.

Experience

Many employers require an average of 17 months of work experience in this occupation. Range: 3 to 30 months.

SKILLS, LICENSES & OTHER REQUIREMENTS

Technical:

- Possession of Physicians' Assistants Certification
- Knowledge of physiology and other physical sciences
- Ability to diagnose and treat diseases and injuries
- Ability to order appropriate laboratory tests
- Ability to conduct complete physical examinations and diagnostic tests
- Ability to perform routine therapeutic procedures and regimens
- Ability to administer injections and immunizations
- Ability to perform routine laboratory procedures
- Ability to produce detailed patient histories, progress notes and treatment summaries
- Ability to stand continuously for prolonged periods

Personal:

- Emotional stability and self-confidence
- Ability to work under stressful conditions
- Willingness to work with the sick and the dying
- Patient contact and interpersonal skills
- Willingness to work closely with supervising doctors

COMPUTER SKILLS

Required by 1 Firm

	<i>Percent of Firms</i>
Word processing	100%
Spreadsheet	0%
Database	0%
Desktop publishing	0%
Other	0%

OTHER INFORMATION

Promotional Opportunities

Some employers promote to Senior Physician Assistants with experience and seniority.

Deficiencies in New Hires

No deficiencies were identified by employers in this sample.

DOT Code: TITLE
079.364-018 Physicians' Assistant

Assessment Codes
California Occupational Guide
Specific Vocational Preparation = 7
R M L G V N S P Q K F M E C
GED: 545 APTITUDES: Not Available
GOE Code: 10.02.02
SOC Code: N/A
CIP Code: N/A
O*NET SOC Code: TITLE
29-1071.00 Physician Assistant

PLUMBERS, PIPEFITTERS & STEAMFITTERS

OES Code 875020

Number of firms responding: 16

Number employed in the occupation by responding firms: 537

DESCRIPTION

Plumbers, Pipefitters, and Steamfitters assemble, install, alter and repair pipe systems (metal, plastic, ceramic, composition, etc.) that carry water, steam, air, or other liquids or gases. Does not include plumbers and pipefitters who primarily install and repair heating, air conditioning and refrigeration systems.

WAGES & BENEFITS

WAGES	RANGE	MEDIAN
Union		
New Hires, No experience	\$11.52 - \$21.03	\$16.28
New Hires, Experienced	\$27.79 - \$28.79	\$28.79
3 Yrs+ Experience with Firm	\$18.71 - \$30.71	\$28.79
Non-Union		
New Hires, No experience	\$8.00 - \$15.00	\$8.00
New Hires, Experienced	\$10.00 - \$24.04	\$14.00
3 Yrs+ Experience with Firm	\$10.00 - \$28.85	\$20.00

Employers: Non-union 69% Union 31%

Hours

Full-time	99%
Part-time	1%
Other	0%
Full-time employees average 40 hours per week.	

Shifts

Day	100%
Swing	6%
Graveyard	13%
Others	%

BENEFITS

Percentage of responding employers offering benefits for full-time employees

	Employer Paid	Shared Cost	Employee Pays All
Vacation	63%	6%	6%
Medical Insurance	75%	19%	0%
Sick Leave	25%	0%	0%
Retirement Plan	50%	13%	0%
Dental Insurance	63%	13%	0%
Vision Insurance	56%	6%	0%
Life Insurance	38%	6%	6%
Child Care	6%	0%	0%
Other	0%	0%	0%

EMPLOYMENT TRENDS

Size of Occupation 1997-2004:

Medium

Range: 290-380

Gender: Male 97% Female 3%

Projections

Occupational Forecast: 1997-2004

Growth rate (per yr): 4.4% Faster than Average

Job Growth: 90

Separations: 30

Last 12 months: Many employers report that employment grew

Next 24 months: Most employers expect employment to remain stable

SUPPLY & DEMAND

Fully Experienced and Qualified:

Very difficult-Employer demand is considerably greater than supply of qualified applicants. This means that qualified applicants have little to no competition in their job search.

Inexperienced:

Somewhat difficult-Employer demand is somewhat greater than supply. Employers may have some difficulty finding qualified applicants and applicants may find little competition.

Turnover Rate

Among employers responding, the turnover rate is 34% for employees in this occupation over the past 12 months.

RECRUITMENT METHODS

Top three recruitment methods of employers responding

Walk in applicants	69%
Employee referrals	50%
Newspaper ads	38%

WHERE THE JOBS ARE

<i>Major Employer</i>	<i>Percent</i>	<i>SIC</i>
Plumbing, heating and air conditioning	61.4%	171
Miscellaneous repair shops	13.6%	769

EMPLOYER REQUIREMENTS

Education

Many employers require high school or the equivalent, but some hire with less than high school.

Training

Many employers require, and a few prefer 12 months or more training. Most will accept 12 months or more training as a substitute for experience.

Experience

Most employers require, and some prefer 12 months or more experience in the occupation. Some accept 48 months or more related experience in welding or other construction work. Range: 9 to 60 months.

SKILLS, LICENSES & OTHER REQUIREMENTS

Technical:

- Possess valid drivers license
- Possess good DMV driving record
- Ability to use hand tools
- Ability to analyze and solve problems
- Soldering skills

Physical:

- Ability to stand continuously for 2 or more hours

Personal:

- Public contact skills
- Possess safety conscience
- Ability to work independently
- Willingness to work with close supervision

Basic:

- Ability to read and follow instructions

COMPUTER SKILLS

Required by 2 Firms

	<i>Percent of Firms</i>
Word processing	50%
Spreadsheet	0%
Database	0%
Desktop publishing	0%
Other	50%

OTHER INFORMATION

Promotional Opportunities

Most employers promote from this position into higher positions as foreman, estimator or project manager on the basis of technical skills (e.g., math skills, ability to read blueprints), personal skills (e.g., dependability), organizational skills or managerial ability.

Deficiencies in New Hires

Employers report deficiencies in recent hires including poor work habits or lack of basic or technical skills.

DOT Code: TITLE

862.281-022 Pipefitter

862.381-030 Plumber

Assessment Codes:

California Occupational Guide

Specific Vocational Preparations = 7

RML GVN SPQKFMEC

GED: 4 3 3 APTITUDES: 3 3 3 3 3 4 3 3 2 4 4

GOE Code: 05.05.03

SOC Code: 6450

CIP Code: 46.00501

O*NET SOC Code: TITLE

47-2152.00 Plumbers, Pipefitters and Steamfitters

SHEET METAL WORKERS

OES Code 891320

Number of firms responding: 16

Number employed in the occupation by responding firms: 220

DESCRIPTION

Sheet Metal workers fabricate, assemble, install, and repair sheet metal products and equipment, such as control boxes, drainpipes, and furnace casings. Their work may involve setting up and operating fabricating machines to cut, bend, and straighten sheet metal; shaping metal over anvils, blocks, or forms using a hammer, operating soldering and welding equipment to join sheet metal parts, and inspecting, assembling, and smoothing seams and joints of burred surfaces.

WAGES & BENEFITS

WAGES	RANGE	MEDIAN
New Hires, No Experience	\$6.75 - \$12.02	\$ 7.97
New Hires, Experienced	\$7.00 - \$17.14	\$12.00
3 Yrs+ Experience with Firm	\$8.00 - \$26.82	\$14.50

A few employers are unionized and pay in the top half of the ranges shown.

Employers: Non-union 81% Union 19%

Hours

Full-time	99%
Part-time	1%
Other	0%

Full-time employees average 40 hours per week.

Shifts

Day	100%
Swing	6%
Graveyard	6%
Other	6%

BENEFITS

Percentage of responding employers offering benefits for full-time employees

	Employer Paid	Shared Cost	Employee Pays All
Vacation	75%	0%	0%
Medical Insurance	69%	13%	0%
Sick Leave	31%	0%	0%
Retirement Plan	25%	19%	6%
Dental Insurance	31%	13%	6%
Vision Insurance	25%	6%	0%
Life Insurance	25%	0%	6%
Child Care	6%	0%	0%
Other	0%	0%	0%

EMPLOYMENT TRENDS

Size of Occupation 1997-2004:

Small

Range: 230-320

Gender: Male 87% Female 13%

Projections

Occupational Forecast: 1997-2004

Growth rate (per yr): 5.6% Much
Faster than Average

Job Growth: 90

Separations: 50

Last 12 months growth trend: Many
(44%) employers reported employ-
ment remained stable.

Next 24 months growth trend:
Many (50%) employers expect em-
ployment to remain stable.

SUPPLY & DEMAND

Fully Experienced and Qualified:

Somewhat difficult-Employer de-
mand is somewhat greater than sup-
ply. Employers may have some dif-
ficulty finding qualified applicants
and applicants may find little com-
petition in their job search.

Inexperienced and Qualified:

Somewhat difficult-Employer de-
mand is somewhat greater than sup-
ply. Employers may have some dif-
ficulty finding qualified applicants
and applicants may find little com-
petition in their job search.

Turnover Rate

Among employers responding,
the turnover rate is 89% for em-
ployees in this occupation over the
past 12 months.

RECRUITMENT METHODS

Top three recruitment methods of employers responding

Newspaper ads	63%
Walk in applicants	56%
Employee referrals	50%

WHERE THE JOBS ARE

<i>Major Employer</i>	<i>Percent</i>	<i>SIC</i>
Plumbing, heating and air conditioning	52.1%	171
Fabricated structural metal products	13.33%	344
Miscellaneous manufacturers	11%	399

EMPLOYER REQUIREMENTS

Education

Most employers require high school or the equivalent, although some will hire with less than high school.

Training

A few employers require, and many prefer, 4 months or more training and almost all will accept 3 months or more training as a substitute for experience

Experience

Some employers require, and many prefer, 6 months or more experience in the occupation. Many will substitute 6 months or more of related experience in construction or similar trades such as HVAC installer. Range: 6 to 60 months.

SKILLS, LICENSES & OTHER REQUIREMENTS

Technical:

- Knowledge of safety equipment operating practices
- Possess agility and coordination
- Possess mechanical aptitude
- Ability to use power tools
- Ability to use hand tools

Physical:

- Ability to stand for prolonged periods
- Manual dexterity
- Good eye-hand coordination

Personal:

- Ability to work independently
- Willingness to work with close supervision

Basic:

Ability to read and follow instructions

COMPUTER SKILLS

Required by 1 Firm

	<i>Percent of Firms</i>
Word processing	100%
Spreadsheet	100%
Database	0%
Desktop publishing	0%
Other	0%

OTHER INFORMATION

Promotional Opportunities

Most employers promote into higher occupations such as foreman, journeyman and HVAC Installer on the basis of knowledge (e.g., blue print reading, knowledge of building codes), work experience and good oral and written communication skills.

Deficiencies in New Hires

Most employers report deficiencies in recent hires in work habits, and basic skills, technical skills and communication.

DOT Code: TITLE
804.281-010 Sheet Metal Worker

Assessment Codes
California Occupational Guide
Specific Vocational Preparation = 7
RML GVN SPQKFMEC
GED: 4 4 3 APTITUDES: 3 3 3 2 4 3 3 3 4 5
GOE Code: 05.05.06
SOC Code: 6824
CIP Code: 48.0506
O*NET SOC Code: TITLE
47-2211.00 Sheet Metal Worker

SOCIAL WORKERS

MEDICAL & PSYCHIATRIC

OES Code 273020 Q

Number of firms responding: 16

Number in the occupation employed by responding firms: 291

DESCRIPTION

Medical and Psychiatric Social Workers counsel and aid individuals and families with problems that may arise during or following the recovery from physical or mental illness by providing supportive services designed to help the persons understand, accept, and follow medical recommendations. This occupation includes chemical dependency counselors.

WAGES & BENEFITS

WAGES	RANGE	MEDIAN
Union		
New Hires, No Experience	\$18.55-\$18.55	\$18.55
New Hires, Experienced	\$11.80-\$20.41	\$14.39
3+Yrs Experience with Firm	\$13.01-\$24.49	\$16.25
Non Union		
New Hires, No Experience	\$10.00-\$21.00	\$17.43
New Hires, Experienced	\$8.17-\$25.00	\$17.00
3+Yrs Experience with Firm	\$8.17-\$27.50	\$19.31

Employers: Non-union 75% Union 25%

Hours

Full-time	92%
Part-time	8%
Other	0%

Full-time workers average 40 hours per week, and part time average 21 hours per week.

Shifts

Day	100%
Swing	25%
Graveyard	13%
Other	13%

BENEFITS

Percentage of responding employers offering benefits for full-time employees

	Employer Paid	Shared Cost	Employee Pays All
Vacation	69%	13%	0%
Medical Insurance	75%	13%	0%
Sick Leave	69%	13%	0%
Retirement Plan	25%	44%	6%
Dental Insurance	69%	13%	6%
Vision Insurance	56%	19%	6%
Life Insurance	56%	6%	0%
Child Care	0%	0%	19%
Other	13%	0%	0%

EMPLOYMENT TRENDS

Size of Occupation 1997-2004:

Small

Range: 230-300

Gender: Male 30% Female 70%

Projections

Occupational Forecast 1997-2004

Growth rate (per yr): 4.3% Faster than Average

Job Growth: 70

Separations: 20

Last 12 months growth trend: Many (50%) employers reported employment remained stable. Many (50%) employers reported employment growth.

Next 24 months growth trend: Many (56%) employers expect employment growth.

SUPPLY & DEMAND

Fully Experienced and Qualified:

Very difficult-Employer demand is considerably greater than supply of qualified applicants. This means that qualified applicants have little to no competition in their job search.

Inexperienced:

Very difficult-Employer demand is considerably greater than supply of qualified applicants. This means that qualified applicants have little to no competition in their job search.

Turnover Rate

Among employers surveyed, the turnover rate is 33% for employees in this occupation over the past 12 months.

RECRUITMENT METHODS

Top three recruitment methods of employers responding

Newspaper ads	88%
In-house promotion or transfer	50%
Employee referrals	38%

WHERE THE JOBS ARE

<i>Major Employer</i>	<i>Percent</i>	<i>SIC</i>
Offices & Clinics of Medical Doctors	10.8%	801
Hospitals	31.2%	806
Individual and Family Services	24.7%	832
Local Government, except Hospitals & Education	12.5%	903

EMPLOYER REQUIREMENTS

Education

Some employers require a bachelor degree and some require graduate study for new hires in this occupation. However, some only require high school or an associate degree.

Training

Many employers accept training, for example in psychology, social work or drug and alcohol counseling as a substitute for experience.

Experience

Most employers require, and a few prefer 12 months or more experience in the occupation. Some employers will accept 12 months or more in a related occupation such as substance abuse, mental health or other health related fields. Range: 12 to 36 months.

SKILLS, LICENSES & OTHER REQUIREMENTS

Technical:

- Ability to interview others for information
- Ability to analyze and solve problems
- Ability to apply complex rules and regulations
- Record keeping skills
- Knowledge of family social work

Basic:

- Ability to write effectively
- Oral communication skills

COMPUTER SKILLS

Required by 9 Firms

	<i>Percent of Firms</i>
Word processing	100%
Spreadsheet	22%
Database	33%
Desktop publishing	22%
Other	0%

OTHER INFORMATION

Promotional Opportunities

Many employers promote to positions such as lead counselor, supervisor or program manager, assistant director or director. Employers promote on the basis of demonstrated experience and interpersonal team or management skills and increased certification such as an MSW.

Deficiencies in New Hires

Some employers report lack of basic and technical skills as deficiencies in recently hired employees.

DOT Code: TITLE

195.107-030 Social Worker, Medical

195.107-034 Social Worker, Psychiatric

Assessment Codes

California Occupational Guide

Specific Vocational Preparation N/A

RML

GVNSPQKFMEC

GED: N/A APTITUDES: N/A

GOE Code: N/A

SOC Code: N/A

CIP Code: N/A

O*NET SOC Code: TITLE

21-1021.00 Child, Family, and School Social Worker

21-1022.00 Medical and Public Health Social Worker

21-1023.00 Mental Health and Substance Abuse Social Workers

21-1029.99 Social Workers, All other

TELEPHONE & CABLE T.V.

LINE INSTALLERS & REPAIRERS

OES Code 857020Q

Number of firms responding: 5

Number employed in occupation by responding firms: 139

DESCRIPTION

Telephone and Cable T.V. Line Installers and Repairers install and repair telephone and telegraph lines, television distribution cables, poles and related equipment such as supports, insulation, and guy-wire systems. Other duties include locating and repairing defects in existing systems, and placing, rearranging, and removing underground or aerial cables.

WAGES & BENEFITS

WAGES	RANGE	MEDIAN
New Hires, No Experience	\$8.50-\$10.24	\$10.00
New Hires, Experienced	\$11.00-\$15.00	\$13.00
3+ Yrs Experience with Firm	\$12.00-\$25.00	\$20.00

Employers: Non-Union 100%

Hours

Full-time	99%
Part-time	1%
Other	0%

Full time employees average 40 hours per week.

Shifts

Day	100%
Swing	20%
Graveyard	20%
Other	0%

BENEFITS

Percentage of responding employers offering benefits for full-time employees

	<i>Employer Paid</i>	<i>Shared Cost</i>	<i>Employee Pays All</i>
Vacation	60%	0%	0%
Medical Insurance	20%	60%	0%
Sick Leave	40%	0%	0%
Retirement Plan	60%	20%	0%
Dental Insurance	0%	40%	0%
Vision Insurance	0%	20%	0%
Life Insurance	40%	0%	0%
Child Care	0%	0%	0%
Other	0%	0%	0%

EMPLOYMENT TRENDS

Size of Occupation 1997-2004:

Small

Range: 200-240

Gender: Male 99% Female 1%

Projections

Occupational Forecast 1997-2004

Growth Rate (per yr.): 2.9%-Slower than Average

Job Growth: 40

Separations: 50

Last 12 months growth trend: Many (40%) employers reported employment had remained stable. Many (40%) employers reported employment growth.

Next 24 months growth trend: Most (80%) employers expect employment to remain stable.

SUPPLY & DEMAND

Fully Experienced and Qualified:

Very difficult-Employer demand is considerably greater than supply of qualified applicants. This means that qualified applicants have little to no competition in their job search.

Inexperienced:

Very difficult-Employer demand is considerably greater than supply of qualified applicants. This means that qualified applicants have little to no competition in their job search.

Turnover Rate

Among employers responding, the turnover rate is 0% for employees in this occupation over the past 12 months.

RECRUITMENT METHODS

Top three recruitment methods of employers responding

Employee referrals	100%
Newspaper ads	60%
Walk in applicants	60%

WHERE THE JOBS ARE

<i>Major Employer</i>	<i>Percent</i>	<i>SIC</i>
Telephone Communications	75.1%	481

EMPLOYER REQUIREMENTS

Education

Most employers require applicants to have a minimum of a high school diploma to work in this occupation.

Training

Most employers do not require technical or vocational training, however, many firms will accept 9 to 24 months of training as a substitute for work experience.

Experience

Although prior experience is generally not required, almost all employers indicated that they prefer applicants to have an average of 12 months of work experience in this occupation prior to hiring. Range: 6 to 24 months.

SKILLS, LICENSES & OTHER REQUIREMENTS

Technical:

- Ability to implement safe work practices
- Ability to use hand tools and service manuals

Physical:

- Ability to crawl under buildings
- Ability to distinguish colors

Personal:

- Possession of a valid driver's license
- Problem solving skills
- Ability to work independently

COMPUTER SKILLS

Required by 1 Firm

	<i>Percent of Firms</i>
Word processing	100%
Spreadsheet	0%
Database	100%
Desktop publishing	0%
Other	100%

OTHER INFORMATION

Promotional Opportunities

Almost all employers reported that they promote to positions such as journeyman, foreman, supervisor and installer. Desired qualification for promotion include experience, technical and cable color coding, and communication skills.

Deficiencies in New Hires

No deficiencies were identified by employers in this sample.

DOT Code: TITLE
N/A

Assessment Codes
California Occupational Guide
Specific Vocational Preparation N/A
RML GVNSPQKFMEC
GED: N/A APTITUDES: N/A
GOE Code: N/A
SOC Code: N/A
CIP Code: N/A
O*NET SOC Code: TITLE
N/A



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San Joaquin County Occupational Outlook 2001-2002

OCCUPATIONS STUDIED IN 2000



ASSEMBLERS & FABRICATORS

OES Code 939560 D

15 Firms Responding

DESCRIPTION

Assemblers and Fabricators in this category assemble and/or fit together parts to form complete units or subassemblies at a bench, conveyor line, or on the floor. Their work may involve the use of hand tools, power tools and special equipment in order to carry out fitting and assembly operations. This includes assemblers whose duties are of a non-precision nature. This does not include electrical, electronic, machine and precision assemblers, and workers who perform specialized operations exclusively as a part of assembly operations such as riveting, welding, soldering, machining or sawing.

WAGES & BENEFITS

WAGES	RANGE	MEDIAN
New Hires, No Experience	\$5.75-\$10.00	\$7.50
New Hires, Experienced	\$5.75-\$13.20	\$8.00
3 + Yrs Experience with Firm	\$5.75-\$17.26	\$10.00

Weighted by Employees

New Hires, No Experience	\$5.75-\$10.00	\$7.50
New Hires, Experienced	\$5.75-\$13.20	\$7.50
3+ Yrs. Experience with Firm	\$5.75-\$17.26	\$9.75

Almost all employees work full-time and average 40 hours per week. However, a few employees work part-time, averaging 28 hours per week.

BENEFITS

Ratio of Firms Responding

Vacation	13/14
Medical Insurance	14/14
Sick Leave	7/14
Retirement Plan	9/14
Dental Insurance	10/14
Vision Insurance	8/14
Life Insurance	11/14

Almost all employers either pay the full cost of most benefits or share the cost of benefits with both full time and part time employees. Although all employers hire for day shift, many employees work swing and a few work the graveyard shift.

EMPLOYMENT TRENDS

Occupational Forecast 1995-2002

Size, 2002: 1,720-Very Large

Growth Rate (per yr): 2.1%-Slower than average

Job Growth: 220

Separations: 260

Male 91% Female 9%

SUPPLY & DEMAND

Employers reported it very difficult finding fully experienced applicants and some reported moderate difficulty finding inexperienced applicants who meet their hiring criteria. Most employers reported that employment in this occupation remained stable during the last year and predict that it will remain stable over the next 24 months.

Recruitment Methods

Most employers recruited applicants to fill vacant positions through employee referrals and newspaper ads. Many employers used the Employment Development Department to recruit applicants. Some employers recruited applicants through in-house promotions or transfers, private employment agencies, and walk-in applicants. Many employers screen applicants for this occupation through drug tests and medical physicals.

WHERE THE JOBS ARE

	<i>Percent</i>	<i>SIC</i>
Lumber and other Building Material	17%	5211
Plastic Foam Products	8%	3086
Glass Containers	6%	3221
Salted and Roasted Nuts and Seeds	6%	2068

EMPLOYER REQUIREMENTS

Education & Training

Many employers require new hires in this occupation to have completed high school or the equivalent, but many reported that new hires have completed less than high school. Employers indicated that recent new employees are fairly cooperative and work well with close supervision. Applicants that were not hired showed poor attendance and work habits.

Experience

Many employers indicated that they do not require, but prefer, applicants to have an average of 8 months of experience in this occupation prior to hiring. Most employers who prefer experience will accept 6 months of experience in related occupations. Most will accept training as a substitute for experience.

SKILLS, LICENSES & OTHER REQUIREMENTS

Technical:

- Attention to detail
- Ability to use and read a tape measure
- Ability to use hand tools
- Ability to operate power tools

Physical:

- Ability to stand for 2 or more hours continuously
- Full use of hands, arms and fingers
- Good hand/eye coordination
- Ability to lift 25 to 75 pounds continuously

Personal:

- Ability to work as a team
- Ability to work independently
- Ability to perform routine repetitive work
- Ability to work effectively under pressure
- Possess mechanical aptitude

Basic:

- Basic math skills
- Basic reading and comprehension skills

Other:

- Word-processing, spreadsheet, and database skills.
- Add or subtract two-digit numbers
- Must be able to write a simple sentence.

OTHER INFORMATION

Promotional Opportunities

A few employers will promote into this occupation from lower level positions such as general laborer and helper. Almost all employers promote from this occupation to higher-level positions such as machinist and foreperson/supervisor.

DOT Code: TITLE

701.687-010 Assembler
 706.684-022 Assembler, Small Products I
 729.687-010 Assemblers, Electrical Accessories I
 809.684-010 Assembler, Production Line
 760.684-010 Bench Carpenter

Assessment Codes

California Occupational Guide N/A
 Specific Vocational Preparation=2 (up to 30 days)
 RML G V N S P Q K F M E C
 GED: 2 1 1 APTITUDES: 4 4 5 4 3 4 3 3 3 5 5
 GOE Code: 06.04.23
 SOC Code: 7720
 CIP Code: N/A
 O*NET SOC Code: TITLE
 51-2099.99 Assemblers & Fabricators

AUTOMOTIVE MECHANICS

OES Code 853020

16 Firms Responding

DESCRIPTION

Automotive Mechanics adjust, repair, and overhaul automotive vehicles. They may be designated according to specialties, such as Brake Repairers, Transmission Mechanics, or Front-end Mechanics. This does not include Auto Body Repairers, Bus & Truck Mechanics, Diesel Engine Specialists, and Electrical Systems Specialists.

WAGES & BENEFITS

WAGES	RANGE	MEDIAN
New Hires, No Experience	\$5.75-\$8.65	\$7.25
New Hires, Experienced	\$8.00-\$17.78	\$11.54
3 + Yrs Experience with Firm	\$11.00-\$25.00	\$16.72

Weighted by Employees

New Hires, No Experience	\$5.75-\$8.65	\$8.65
New Hires, Experienced	\$9.50-\$20.00	\$10.00
3 + Yrs Experience with Firm	\$11.00-\$25.00	\$19.00

Almost all employees work full-time and average 40 hours per week.

BENEFITS

Ratio of firms responding

Vacation	12/17
Medical Insurance	17/17
Sick Leave	8/17
Retirement Plan	8/17
Dental Insurance	7/17
Vision Insurance	3/17
Life Insurance	4/17

Many employers pay the full cost of benefits, while a few share the cost of benefits with employees.

EMPLOYMENT TRENDS

Occupational Forecast 1995-2002

Size, 2002: 1,650-Very Large

Growth Rate (per yr): 6.2% Much faster than average

Job Growth: 500

Separations: 260

Male 100% Female 0%

SUPPLY & DEMAND

Employers reported it very difficult finding experienced applicants and moderate difficulty finding inexperienced applicants who meet their hiring criteria. Many employers indicated that employment in this occupation remained stable during the last year but many also reported that employment grew. Most employers expect employment in this occupation to remain stable over the next 2 years.

Recruitment Methods

Many employers recruited applicants to fill vacant positions via newspaper ads and walk-in applicants. Some employers recruited applicants through employee referrals and school program referrals. Most employers reported that recent new hires in this occupation are excellent in such qualities as honesty, attendance, cooperation and punctuality. Employers reported that applicants that were not hired were deficient in automotive experience and knowledge. Most employers screen applicants for this occupation through DMV background checks. Some employers conduct drug test and police background checks to screen applicants for this occupation.

WHERE THE JOBS ARE

	<i>Percent</i>	<i>SIC</i>
New and Used Car Dealers	31%	5511
General Automotive Repair Shops	17%	7538
Auto and Home Supply Stores	14%	5531
Gasoline Service Stations	9%	5541

EMPLOYER REQUIREMENTS

Education & Training

Most employers require new hires in this occupation to have completed high school or the equivalent.

Experience

Almost all employers require applicants for this occupation to have an average of 34 months of experience in automotive mechanics. Some employers will accept an average of 30 months of experience in related occupations. Most employers who require experience will accept 20 months of training as a substitute for experience.

SKILLS, LICENSES & OTHER REQUIREMENTS

Technical:

- Ability to implement safe work place practices
- Ability to use service manual
- Ability to operate electronic automotive diagnostic equipment
- Ability to read schematics
- Knowledge of electrical repair

Physical:

- Ability to stand for more than 2 hours continuously
- Good eye/hand coordination
- Ability to tolerate noisy work areas
- Ability to lift 40 lbs repeatedly
- Ability to tolerate dust, fumes & airborne particles

Personal:

- Ability to interact well with others
- Ability to work under pressure
- Valid drivers license
- Ability to do repetitive work
- Willing to work with close supervision

Other:

- Word processing skills.
- Able to multiply and divide and hold knowledge of decimals and fractions.
- Should be able to write a simple sentence.

OTHER INFORMATION

Promotional Opportunities

Many employers reported that they promote into this occupation from lower level positions such as shop helper, assistant mechanic, and mechanic apprentice. Most employers promote from this occupation to higher-level positions such as lead technician shop foreman, and shop foreman

DOT Code: TITLE

807.381-030 Automotive Body Repairer

807.381-018 Frame Repairer

807.484-010 Frame Straightener

865.684-010 Glass Installer

Assessment Codes

California Occupational Guide #24

Specific Vocational Preparation: 7 (2 to 4 years)

R M L G V N S P Q K F M E C

GED 4 3 3 APTITUDES: 3 3 4 2 3 4 3 3 2 4 4

GOE Code: 05.05.09

SOC Code: 6111

CIP Code: 47.0604

O*NET SOC Code: TITLE

49-3023.01 Automotive Mechanic

BAKERS-BREAD & PASTRY

OES Code 650210

13 Firms Responding

DESCRIPTION

Bread and Pastry Bakers mix and bake ingredients according to recipes to produce breads, pastries, and other baked goods. They may order supplies, keep records and accounts, price items on a menu, or plan the menu.

WAGES & BENEFITS

WAGES

RANGE

MEDIAN

Union

New Hires, No Experience	\$6.06-\$12.32	\$7.43
New Hires, Experienced	\$7.25-\$13.55	\$8.10
3 + Yrs Experience with Firm	\$9.00-\$16.04	\$10.57

Non-Union

New Hires, No Experience	\$5.75-\$8.00	\$7.00
New Hires, Experienced	\$5.75-\$10.00	\$8.10
3 + Yrs Experience with Firm	\$7.50-\$12.00	\$10.57

Weighted by Employees

Union

New Hires, No Experience	\$6.06-\$12.32	\$12.32
New Hires, Experienced	\$7.25-\$13.55	\$13.55
3 + Yrs Experience with Firm	\$9.00-\$16.04	\$16.04

Non-Union

New Hires, No Experience	\$5.75-\$8.00	\$7.00
New Hires, Experienced	\$5.75-\$10.00	\$8.00
3 + Yrs Experience with Firm	\$7.50-\$12.00	\$10.00

Many employees (57%) work full-time averaging 40 hours per week and many employees (43%) work part-time averaging 24 hours per week. Most employers indicated that day shift is available and many employers indicated that swing shift and graveyard shifts are available for this occupation.

BENEFITS

Ratio of firms responding

Full-time

Part-Time

Vacation	9/12	2/6
Medical Insurance	11/12	3/6
Sick Leave	8/12	2/6
Retirement Plan	6/12	3/6
Dental Insurance	9/12	3/6
Vision Insurance	8/12	2/6
Life Insurance	7/12	1/6

Many employers who hire full time pay the full cost of benefits for their employees. Few employers who hire part-time pay the full cost of benefits for their employees.

EMPLOYMENT TRENDS

Occupational Forecast 1995-2002

Size, 2002: 350-Medium

Growth Rate (per yr) 7.5%-Much faster than average

Job Growth: 120

Separations: 60

Male 63% Female 37%

SUPPLY & DEMAND

Employers report moderate difficulty finding experienced and inexperienced applicants who meet their hiring criteria. Many employers indicated that employment in this occupation either grew or remained stable during the last year. Most employers predicted that employment would grow over the next two years.

Most employers hired in the last year and some hired to fill vacancies resulting from the creation of new positions and individuals in permanent positions leaving the firm.

Recruitment Methods

Most employers recruited applicants for this occupation through walk-in applicants. Many employers used employee referrals and some used newspaper ads to recruit applicants to this occupation.

WHERE THE JOBS ARE

	<i>Percent</i>	<i>SIC</i>
Grocery Stores	48%	5411
Retail Bakeries	23%	5461
Eating Places	12%	5812
Groceries and Related Products	6%	514

EMPLOYER REQUIREMENTS

Education & Training

Most employers indicated that high school is the minimum level of education required of applicants to this occupation, but some indicated that they would hire applicants with less than high school. Some employers screen applicants to this occupation through drug testing, police background investigations and medical physicals. Employers indicated that most recent new hires in this occupation demonstrate excellent cooperation. Applicants that were not hired showed poor attendance and grooming.

Experience

Many employers do not require, but prefer 12 months of experience in this occupation prior to hiring. Many employers who prefer experienced applicants will accept 7 months of experience in food service as a substitute for experience in this occupation. Most employers reported that 7 months of training could be substituted for work experience in this occupation.

SKILLS, LICENSES & OTHER REQUIREMENTS

Technical:

Ability to measure ingredients accurately
Knowledge of baking equipment

Physical:

Ability to stand continuously for 2 or more hours
Ability to lift 10 to 50 pounds repeatedly
Full use of hands, arms and fingers
Ability to tolerate high temperatures
Ability to taste and smell

Personal:

Ability to interact well with others
Ability to do repetitive work
Ability to work independently
Ability to work under pressure
Ability to work under close supervision

Basic:

Ability to follow oral instructions
Ability to follow written instructions
Effective oral communications
Ability to write legibly

Other:

Knowledge of multiplication, division, decimals and fractions
Should be able to write simple sentences.

OTHER INFORMATION

Promotional Opportunities

Bus person and Dishwasher to Combination Food Preparation to Supervisor to Manager. Most employers indicated that they promote into this occupation from lower level positions, such as bus person or dishwasher, janitors and courtesy clerks. Many employers promote from this occupation to higher-level positions such as bakery supervisor or manager.

DOT Code: TITLE
313.381-018 Cook Apprentice, Pastry
313.381-026 Cook, Pastry

Assessment Codes
California Occupational Guide #261
Specific Vocational Preparation= 7 (2 to 4 years)
RML GVNSPQFMEC
GED322APTITUDES 3 4 4 3 3 4 3 4 3
GOE Code: 05.10.08
SOC Code: 51-3011
CIP Code: 12.0501
O*NET SOC Code: TITLE
51-3011.01 Bakers Bread & Pastry

BILL & ACCOUNT COLLECTORS

OES Code 553440

16 Firms Responding

DESCRIPTION

Billing, Cost, and Rate Clerks compile data, compute fees and charges, and prepare invoices for billing purposes. Their duties also include computing costs and calculating rates for goods, services, and shipment of goods; posting data and keeping other relevant records. Their work may involve the use of typing, adding, calculating, and bookkeeping machines. This does not include workers whose primary duty is the operation of special office machines such as billing, posting and calculating machines. This does not include workers who calculate charges for passenger transportation.

WAGES & BENEFITS

WAGES	RANGE	MEDIAN
Union		
New Hires, No Experience	\$10.00 - \$ 14.00	\$10.55
New Hires, Experienced	\$9.84 - \$14.00	\$11.12
3+ Years Experience w/Firm	\$10.85 - \$18.00	\$12.50
Non-Union		
New Hires, No Experience	\$6.50 - \$ 9.50	\$8.00
New Hires, Experienced	\$7.00 - \$14.00	\$ 9.34
3+ Years Experience w/Firm	\$8.00 - \$16.00	\$10.71
<i>Weighted by Employees</i>		
New Hires, No Experience	\$7.00 - \$9.50	\$8.00
New Hires, Experienced	\$8.00 - \$12.50	\$9.34
3+ Years Experience w/Firm	\$8.50 - \$13.00	\$ 10.00

Some of the employees in this sample (28%) earn wages that are subject to collective bargaining or union agreement. Almost all employees in this sample (80%) work full time and average 40 hours per week.

BENEFITS

Ratio of firms responding

Vacation	15/16
Medical Insurance	15/16
Sick Leave	13/16
Retirement Plan	14/16
Dental Insurance	14/16
Vision Insurance	11/16
Life Insurance	14/16

Many employers share the cost of benefits with employees in this occupation, while many others pay the entire cost of benefits. Some employers offer benefits to part time employees in this occupation.

EMPLOYMENT TRENDS

Occupational Forecast 1995-2002

Size, 2002: 670-Large

Growth Rate (per yr.): 2.5%-Average

Job Growth: 100

Separations: 130

SUPPLY & DEMAND

Employment in this occupation appears to be growing slowly in San Joaquin County. Most employers report a stable hiring rate in this occupation over the last year, although a few report growth or decline. Almost all employers sampled (95%) predict a stable or growing rate of hire over the next three years. The market for this occupation is somewhat competitive. Employers generally report some difficulty finding fully experienced and little difficulty finding inexperienced applicants who qualify for the position. Almost all employers sampled (80%) hired into this position within the last year. Some employees (35%) were hired to fill positions resulting from growth and some (30%) were hired to replace persons who received in-house promotions.

Recruitment Methods

Almost all employers use newspaper ads to recruit for this position. Most employers also use employee referrals and in-house promotion or transfers. Most employers use drug tests to screen applicants for this position. Many employers require persons in this occupation to undergo a physical exam once they are hired.

WHERE THE JOBS ARE

	<i>Percent</i>	<i>SIC</i>
Offices & Clinics of Medical Doctors	22%	8011
General Medical & Surgical Hospitals	10%	8062

EMPLOYER REQUIREMENTS

Education & Training

All of the recently hired employees in this sample have completed high school or the equivalent. Some employers require their employees to have obtained training or certification in accounting, bookkeeping or related procedures prior to employment.

Experience

Employers usually seek applicants for this occupation who have at least twelve months of previous experience as a General Office Clerk, Billing Clerk or Accounting Clerk, or in other clerical positions. Some employers will consider training as a substitute for experience when evaluating applicants for this occupation.

SKILLS, LICENSES & OTHER REQUIREMENTS

Technical:

- Organizational & time management skills
- Telephone answering skills
- Data entry skills
- Ability to use a computer
- Ability to follow billing procedures

Personal:

- Ability to work independently
- Ability to interact well with others
- Attention to detail
- Ability to perform routine, repetitive work
- Ability to work as part of a team

Basic:

- Oral communication skills
- Ability to follow oral instructions
- Ability to read & follow instructions
- Ability to write legibly

Other:

- Word processing skills
- Data entry and the ability to use the Internet

Knowledge of basic mathematical operations, including knowledge of decimals and fractions

Ability to compute interest, discounts and basic statistics

Ability to compose coherent paragraphs

OTHER INFORMATION

Promotional Opportunities

Receptionist/General Office Clerk/File Clerk to Billing, Cost & Rate Clerk to Billing Supervisor/Office Manager. Most employers promote into this occupation from lower level positions like General Office Clerk, Receptionist, File Clerk or other entry level clerical positions. Most employers promote from this occupation to higher-level positions like Bookkeeper or Senior Account Clerk, or into supervisory positions like Billing Supervisor, Sales Supervisor or Controller.

Dot Code: TITLE
214.362-042 Billing Clerk
214.382-014 Billing Typist
214.362-022 Insurance Clerk

Assessment Codes
California Occupational Guide N/A
Specific Vocational Preparation = 4 (3-6 months)
RML G V N S P Q K F M E C
GED: 4 3 3 APTITUDES: 3 3 3 4 4 2 2 3 4 5 4
GOE Code: 07.02.04
SOC Code: 4715
CIP Code: 52.0302
O*NET SOC Code: TITLE
43-3021.02 Billing, Cost and Rate Clerks

BUS DRIVERS-SCHOOL

OES Code 971110

10 Firms Responding

DESCRIPTION

School Bus Drivers transport students between pick-up points and school. They maintain order during the trip and adhere to safety rules when loading and unloading pupils.

WAGES & BENEFITS

WAGES	RANGE	MEDIAN
Union		
New Hires, No Experience	\$10.70-\$13.43	\$12.08
New Hires, Experienced	\$10.70-\$14.74	\$12.88
3 + Yrs Experience with Firm	\$12.40-\$16.20	\$14.36
Non-Union		
New Hires, No Experience	\$9.62-\$12.50	\$11.25
New Hires, Experienced	\$10.00-\$12.50	\$12.01
3 + Yrs Experience with Firm	\$10.60-\$14.05	\$12.50

Weighted by Employees

Union		
New Hires, No Experience	\$10.70-\$13.53	\$12.08
New Hires, Experienced	\$10.70-\$14.74	\$12.08
3 + Yrs Experience with Firm	\$12.40-\$16.20	\$13.97
Non-Union		
New Hires, No Experience	\$9.62-\$12.50	\$11.25
New Hires, Experienced	\$10.00-\$12.50	\$12.25
3 + Yrs Experience with Firm	\$10.60-\$14.05	\$12.50

Almost all employees earn wages that are subject to collective bargaining and union agreement. Most employees (74%) are full-time and work an average of 40 hours per week. Some employees (20%) are part-time averaging 20 hours per week. All employers indicated that day shift is available and some others reported that swing shift is available for this occupation.

BENEFITS

Ratio of firms responding

Vacation	8/8
Medical Insurance	8/8
Sick Leave	8/8
Retirement Plan	8/8
Dental Insurance	8/8
Vision Insurance	0/0
Life Insurance	6/8

Most employers who hire full-time pay the full cost of benefits for full time employees. Many employers who hire part time share the cost of benefits with their employees.

EMPLOYMENT TRENDS

Occupational Forecast 1995-2002

Size, 2002: 610-Large

Growth Rate (per yr.): 3.8%

Faster than average

Job Growth: 130

Separations: 60

Male 20% Female 80%

SUPPLY & DEMAND

Employers report it moderately difficult finding experienced applicants and very difficult finding inexperienced applicants who meet their hiring criteria. Most employers indicated that employment in this occupation remained stable during the last year, and most predict that employment in this occupation will remain stable over the next 2 years. Almost all employers hired in the last 12 months and many hired to fill vacancies resulting from persons in permanent positions leaving the firm.

Recruitment Methods

Almost all employers recruited applicants to fill vacant positions via newspaper ads and employee referrals. Many employers promoted or transferred persons to this occupation. Some employers hired walk-in applicants to fill vacant positions in this occupation. Almost all employers screen applicants for this occupation through drug testing and DMV background checks.

WHERE THE JOBS ARE

	<i>Percent</i>	<i>SIC</i>
Elementary and Secondary Schools	59%	8211
School Buses	38%	4151

EMPLOYER REQUIREMENTS

Education & Training

Almost all employers require new hires in this occupation to complete high school or the equivalent. Almost all employers reported that persons in this occupation must obtain bus driving certification and a Class B license. Employers reported that recent new hires in this occupation show excellent cooperation honesty and ability to meet deadlines. Applicants that were not hired had poor driving records and were not qualified for this occupation.

Experience

Although most employers do not require experience, some employers indicated that they prefer 12 months of experience prior to hiring in this occupation. Most employers who prefer experienced applicants would accept 12 months of work experience in similar occupations as a substitute for experience in this occupation.

SKILLS, LICENSES & OTHER REQUIREMENTS

Technical:

California School Bus Drivers Certificate
Class "B" License
Knowledge of local streets
Ability to manage time schedule commitments and delays
Ability to administer First Aide

Physical:

Ability to respond quickly to surroundings
Ability to deal with unruly student passengers
Ability to tolerate various weather conditions
Good eye/hand coordination
Ability to sit continuously for 2 or more hours

Personal:

Ability to handle crisis situations
Good DMV driving record
Ability to interact well with others
Ability to work independently
Ability to perform routine repetitive work

Basic:

Ability to follow oral instructions
Ability to read and follow instructions
Ability to write legibly

Other:

Word processing, spreadsheet and database skills
Knowledge of multiplication, division, decimals and fractions
Should be able to write simple and complex sentences and paragraphs.

OTHER INFORMATION

Promotional Opportunities

Custodian to Bus Driver to Trainer/Instructor (Bus Driver) to Transportation Director. Some employers reported that they promote into this occupation from lower level positions such as school custodian. Most employers reported that they promote from this occupation to higher-level positions such as bus driver trainer and transportation director.

DOT Code TITLE:

913.463-010 Bus Driver

Assessment Codes

California Occupational Guide #578

Specific Vocational Preparation = 3 (30 days to 3 mos.)

R M L G V N S P Q K F M E C

GED:32 APTITUDES 3 3 4 3 3 4 3 4 3

GOE Code: 09.03.01

SOC Code: 53-3022

CIP Code: 49.0205

O*NET SOC Code: TITLE

53-3022.00 School Bus Drivers

COMBINED FOOD

PREPARATION & SERVICE WORKERS

OES Code 650410

16 Firms Responding

DESCRIPTION

Combined Food Preparation and Service Workers do both food preparation and food service. This does not include workers who spend more than 80% of their time in only one of these two areas.

WAGES & BENEFITS

WAGES	RANGE	MEDIAN
-------	-------	--------

Union

New Hires, No Experience	\$7.42-\$7.65	\$7.54
New Hires, Experienced	\$7.42-\$10.20	\$9.05
3 + Yrs Experience with Firm	\$7.42-\$11.16	\$9.44

Non-Union

New Hires, No Experience	\$5.75-\$7.17	\$6.50
New Hires, Experienced	\$6.00-\$8.50	\$6.50
3 + Yrs Experience with Firm	\$6.50-\$9.00	\$7.25

Weighted by Employees

Union

New Hires, No Experience	\$7.42-\$7.65	\$7.54
New Hires, Experienced	\$7.42-\$10.20	\$8.79
3 + Yrs Experience with Firm	\$7.42-\$11.16	\$9.57

Non-Union

New Hires, No Experience	\$5.75-\$7.17	\$6.50
New Hires, Experienced	\$6.00-\$8.50	\$6.50
3 + Yrs Experience with Firm	\$6.50-\$9.00	\$6.50

Most employees (64%) work part-time averaging 30 hours per week. Some employees (36%) work full time averaging 40 hours per week. All employers indicated that day shift is available and many employers indicated that swing shift is for this occupation. Some others reported that the graveyard shift is available for this occupation.

BENEFITS

Ratio of firms responding

Vacation	11/13	Retirement Plan	5/13
Medical Insurance	12/13	Dental Insurance	11/13
Sick Leave	0/0	Vision Insurance	9/13
		Life Insurance	11/13

Some employers who hire full time either pay the full cost of benefits or share the cost of benefits with their employees. Few employers who hire part-time either pay the full cost of benefits or share the cost of benefits with their employees.

EMPLOYMENT TRENDS

Occupational Forecast 1995-2002

Size, 2002: 1,740-Very Large

Growth Rate (per yr) 2.6%-Average

Job Growth: 270

Separations: 160

Male 34% Female 66%

SUPPLY & DEMAND

Employers report it very difficult finding experienced applicants and moderately difficult finding inexperienced applicants who meet their hiring criteria. Most employers indicated that employment in this occupation grew during the last year. Most employers predicted that employment would grow over the next two years. Almost all employers hired in the last year. Most employers hired to fill vacancies resulting from the creation of new positions or individuals in permanent positions leaving the firm.

Recruitment Methods

Most employers recruited applicants for this occupation through in-house promotion or transfers, employee referrals, and walk-in applicants. Many employers recruited applicants through newspaper ads. Some employers used school program referrals to recruit applicants to this occupation. Some employers screen applicants to this occupation through police background investigations and medical physicals. A few employers conduct drug tests and DMV background checks to screen applicants to this position.

WHERE THE JOBS ARE

	<i>Percent</i>	<i>SIC</i>
Eating Places	83%	5812
Grocery Stores	9%	5411

EMPLOYER REQUIREMENTS

Education & Training

Most employers indicated that high school is the minimum level of education required of applicants to this occupation. But some employers reported that they do hire applicants with less than high school. Employers indicated that most recent new hires in this occupation speak clearly, are industrious and demonstrate good cooperation. Applicants that were not hired showed poor attendance and grooming.

Experience

Although many employers do not require prior experience in this occupation, some employers indicated that they prefer to hire experienced applicants. Most employers who prefer experienced applicants will accept 9 months of experience in fast food, cashiering, janitorial or homemaking as a substitute for experience in this occupation. Many employers will accept 5 months of training in food service as a substitute for experience in this occupation.

SKILLS, LICENSES & OTHER REQUIREMENTS

Technical:

- Food preparation skills
- Ability to operate a cash register (standard and/or computerized)
- Ability to make change
- Ability to handle multiple orders in a timely fashion
- Ability to package and serve food

Physical:

- Ability to stand for 2 or more hours (continuously)
- Ability to lift between 10 and 50 pounds repeatedly
- Ability to taste and smell

Personal:

- Good personal hygiene
- Ability to work independently
- Ability to work rapidly
- Ability to work as part of a team
- Ability to perform routine repetitive work
- Willing to work evenings and weekends

Basic:

- Ability to read and follow instructions
- Oral communications skills
- Ability to listen and follow oral instructions
- Ability to write legibly

Other:

- Spreadsheet skills
- Word processing skills
- Knowledge of multiplication, division, decimals and fractions
- Able to write simple sentences

OTHER INFORMATION

Promotional Opportunities

Bus person and Dishwasher to Combination Food Preparation to Supervisor to Manager.

Many employers indicated that they promote into this occupation from lower level positions, such as bus person or dishwasher. Almost all employers promote from this occupation to higher-level positions such as cook, crew leader, food service supervisor or shift manager.

DOT Code: TITLE
311.472-010 Fast Food Workers

Assessment Codes
California Occupational Guide N/A
Specific Vocational Preparation: 2 (short demo to 30 days)
RML GVN SPQKFMEC
GED: 2 2 2 APTITUDES: 4 4 4 4 4 3 3 3 3 5
GOE Code: 09.04.01
SOC Code: 5216
CIP Code: 08.0906
O*NET SOC Codes: TITLE
35-2011.00 Combined Food Prep

COOKS-RESTAURANT

OES Code 650260

18 Firms Responding

DESCRIPTION

Restaurant Cooks prepare, season, and cook soups, meats, vegetables, desserts and other foodstuffs in restaurants. They may order supplies, keep records and accounts, price items on a menu, or plan the menu.

WAGES & BENEFITS

WAGES	RANGE	MEDIAN
New Hires, No Experience	\$5.75-\$7.00	\$7.00
New Hires, Experienced	\$6.00-\$9.00	\$7.50
3 + Yrs Experience with Firm	\$6.00-\$11.00	\$9.00

Weighted by Employees

New Hires, No Experience	\$5.75-\$7.00	\$7.00
New Hires, Experienced	\$6.00-\$9.00	\$7.50
3 + Yrs Experience with Firm	\$6.00-\$11.00	\$9.00

Most employees (74%) work full-time averaging 38 hours per week. Some employees (26%) work part time and average 25 hours per week. Most employers indicated that swing shift is available and few employers reported that the graveyard shift is available for this occupation.

BENEFITS

Ratio of firms responding

Vacation	11/17
Medical Insurance	11/17
Sick Leave	6/17
Retirement Plan	6/17
Dental Insurance	9/17
Vision Insurance	7/17
Life Insurance	5/17

Some employers who hire full time pay the full cost of benefits for their employees and a few share the cost of benefits with their employees.

EMPLOYMENT TRENDS

Occupational Forecast 1995-2002

Size, 2002: 910-Large

Growth Rate (per yr): 3.7%-Faster than average

Job Growth: 190

Separations: 170

Male 93% Female 7%

SUPPLY & DEMAND

Employers report moderate difficulty finding experienced and inexperienced applicants who meet their hiring criteria. Almost all employers indicated that employment in this occupation remained stable during the last year. Most employers expect employment to remain stable over the next two years, but a few expect employment to grow. Most employers hired in the last year and most hired to fill vacancies resulting from individuals in permanent positions leaving the firm.

Recruitment Methods

Almost all employers recruited applicants for this occupation via newspaper ads. Many employers used in-house promotions or transfer, walk-in applicants and employee referrals to recruit applicants to this occupation. A few employers screen applicants to this occupation through drug tests, medical physicals and DMV and police background investigations.

WHERE THE JOBS ARE

	<i>Percent</i>	<i>SIC</i>
Eating Places	97%	5812

EMPLOYER REQUIREMENTS

Education & Training

Many employers reported that high school is the minimum level of education required of applicants to this occupation. However, many employers indicated that they would hire applicants with less than high school. Employers indicated that most recent new hires in this occupation are excellent at cooperation and meeting deadlines. Applicants that were not hired demonstrated poor communication and attendance.

Experience

Most employers require applicants to have obtained 12 to 36 months of experience working in this occupation. Many employers who seek experienced applicants will accept 6 to 24 months of experience in culinary arts training as a substitute for experience in this occupation.

SKILLS, LICENSES & OTHER REQUIREMENTS

Technical:

- Ability to handle multiple food orders in a timely fashion
- Ability to measure ingredients accurately
- Ability to select and store food
- Ability to keep accurate records
- Ability to plan and organize the work of others

Physical:

- Ability to stand continuously for 2 or more hours
- Good eye-hand coordination
- Ability to taste and smell
- Ability to lift 10 to 45 pounds repeatedly

Personal:

- Ability to work under pressure
- Ability to work independently
- Ability to interact well with others
- Good grooming
- Ability to work with close supervision

Basic:

- Ability to read and follow instructions
- Ability to follow oral instructions
- Oral communication skills

Other:

- Must know multiplication, division, decimals and fractions.
- Must write simple sentences.

OTHER INFORMATION

Promotional Opportunities

Bus person and Dishwasher to Prep Cook to Restaurant Cook to Head Cook/Supervisor to Kitchen Manager. Almost all employers indicated that they promote into this occupation from lower level positions, such as dishwasher, bus person, and prep cooks. Most employers promote from this occupation to higher-level positions such as head cook and kitchen manager.

DOT Codes: TITLE

313.281-010 Chef De Froid
 313.361-014 Cook
 313.361-018 Cook Apprentice
 313.361-030 Cook, Specialty, Foreign Food
 313.361-034 Garde Manger
 313.381-022 Cook, Barbecue

Assessment Codes

California Occupational Guide #93
 Specific Vocational Preparation = 4 (3 to 6 months)

R M L G V N S P Q K F M E C
 GED: 2 1 1 APTITUDES: 4 4 5 4 3 4 3 3 5 5
 GOE Code: 05.05.17
 SOC Code: 35-2014
 CIP Code: 12.0503
 O*NET SOC Codes: TITLE
 35-2014.00 Cooks Restaurant

DRIVER—SALES WORKERS

OES Code 971170 Q

15 Firms Responding

DESCRIPTION

Driver/Sales Workers drive truck or other vehicles over established routes to deliver and sell goods such as food products; to collect and deliver items, such as laundry; or to collect coins, and to refill and service vending machines. This includes newspaper delivery drivers.

WAGES & BENEFITS

WAGES

	RANGE	MEDIAN
Union		
New Hires, No Experience	\$8.00-\$8.00	\$8.00
New Hires, Experienced	\$12.00-\$15.80	\$12.51
3 + Yrs Experience with Firm	\$12.51-\$18.30	\$13.00
Non-Union		
New Hires, No Experience	\$5.75-\$12.00	\$7.00
New Hires, Experienced	\$5.75-\$12.52	\$8.00
3 + Yrs Experience with Firm	\$6.25-\$14.42	\$9.75

Weighted by Employees

Union		
New Hires, No Experience	\$8.00-\$8.00	\$8.00
New Hires, Experienced	\$12.00-\$15.80	\$15.80
3 + Yrs Experience with Firm	\$12.51-\$18.30	\$18.30
Non-Union		
New Hires, No Experience	\$5.75-\$12.00	\$7.50
New Hires, Experienced	\$5.75-\$12.52	\$8.00
3 + Yrs Experience with Firm	\$6.25-\$14.42	\$9.50

Although some firms are union, many employees reported in this occupation earn wages that are subject to collective bargaining or union agreement. Few employers supplement wages with commissions ranging from \$5.20 to \$12.83 per hour. Almost all employees (91%) work full time and average 45 hours per week. Some employers reported that swing and graveyard shifts are available for this occupation.

BENEFITS

Ratio of firms responding

Vacation	11/13
Medical Insurance	13/13
Sick Leave	11/13
Retirement Plan	9/13
Dental Insurance	11/13
Vision Insurance	9/13
Life Insurance	7/13
Child Care	2/13

Most employers who hire full time pay the full cost of benefits, and some share the cost of benefits with full-time employees. A few firms that hire part-time employees share the cost of benefits with employees.

EMPLOYMENT TRENDS

Occupational Forecast 1995-2002

Size, 2002: 730-Large

Growth Rate (per yr): 5.7% Faster than average

Job Growth: 210

Separations: 100

Male 91% Female 9%

SUPPLY & DEMAND

Employers report it very difficult to find experienced applicants and moderately difficult finding inexperienced applicants who meet their hiring criteria. Most employers indicated that employment in this occupation remained stable during the last year and most employers expect employment to remain stable over the next 2 years.

Recruitment Methods

Most employers recruited applicants to fill vacant positions via newspaper ads. Many employers used employee referrals and walk-in applicants to recruit applicants.

Some employers promoted or transferred in-house applicants into this position, while some used the services of the Employment Development Department to recruit applicants. Almost all employers drug test and conduct DMV checks to screen applicants for this occupation. Many employers require applicants to undergo medical physicals prior to hiring. Some employers screen applicants through police background checks.

WHERE THE JOBS ARE

	Percent	SIC
Eating Places	26%	5812
Confectionery	17%	5145
Groceries and Related Products	11%	5149
Newspapers	9%	2711

EMPLOYER REQUIREMENTS

Education & Training

Most employers require new hires in this occupation to have completed high school or the equivalent. Employers reported that recent new hires in this occupation are strong in speaking clearly and meeting deadlines. Applicants that were not hired were not very punctual and demonstrated poor grooming.

Experience

Some employers require applicants to have an average of 16 months of experience in this occupation, but many do not require applicants to have prior experience. Many employers who require experience will accept any driving experience and/or training as a substitute for experience in this occupation.

SKILLS, LICENSES & OTHER REQUIREMENTS

Technical:

- Ability to record transactions on customer receipts
- Ability to manage time schedule commitments and delays
- Ability to read invoices
- Map reading skills
- Knowledge of local streets

Physical:

- Ability to deal with the stress of heavy traffic conditions
- Ability to lift between 15 and 70 pounds
- Ability to tolerate various weather conditions
- Good eye/hand coordination

Personal:

- Ability to work as part of a team
- Possession of a good DMV driving record
- Ability to work independently
- Ability to follow oral instructions
- Ability to interact well with others

Other:

- Computer skills
- Knowledge of multiplication, division, decimals and fractions
- Able to write simple sentences

OTHER INFORMATION

Promotional Opportunities

Warehouse and Maintenance Person to Driver/Sales Worker to Lead Driver and Delivery Supervisor. Most employers reported that they promote into this occupation from lower level positions such as warehouse and maintenance men. Most promote from this occupation to higher-level positions such as lead driver and route or delivery supervisor.

DOT Code: TITLE

292.353-010 Driver, Sales Route

292.363-010 Newspaper-Delivery Driver

292.363-010 Lunch-Truck Driver

292.483-010 Coin Collector

292.667-010 Driver Helper, Sales Route

Assessment Codes

California Occupational Guide N/A

Specific Vocational Preparation: =2 (up to 30 days)

RML

GVNSPQKFMEC

GED N/A APTITUDES N/A

GOE Code: 09.04.01

SOC Code: 53-3031

CIP Code: N/A

O*NET SOC Code: TITLE

53-3031.00 Driver/ Sales Worker

FINANCIAL MANAGERS

OES Code 130020

17 Firms Responding

DESCRIPTION

Financial Managers plan, organize, direct, control or coordinate the financial activities of an organization. These include managers in banks or similar financial institutions who advise on credit and investment policy or negotiate general policy with financial or other institutions

WAGES & BENEFITS

WAGES	RANGE	MEDIAN
New Hires, No Experience	N/A -N/A	N/A
New Hires, Experienced	\$9.24-\$40.86	\$19.43
3 + Yrs Experience with Firm	\$16.15-\$46.69	\$23.68

Weighted by Employees

New Hires, No Experience	N/A-N/A	N/A
New Hires, Experienced	\$9.24-\$40.86	\$18.76
3+ Yrs. Experience with Firms	\$16.15-\$46.69	\$23.08

*Almost all employees (86%) earn wages found under the section "weighted by employees."

All employees work full time and average 45 hours per week.

BENEFITS

Ratio of responding Firms

Vacation	15/16
Medical Insurance	16/16
Sick Leave	15/16
Retirement Plan	8/16
Dental Insurance	14/16
Vision Insurance	11/16
Life Insurance	13/16
Child Care	4/16
Other	3/16

Almost all employers pay the full cost of most benefits for full time employees.

EMPLOYMENT TRENDS

Occupational Forecast 1995-2002

Size, 2002: 1,480 Very Large

Growth Rate per yr: 2% Slower than average

Job Growth: 180

Separations: 180

Male 50% Female 50%

SUPPLY & DEMAND

Employers report it very difficult finding fully experienced & inexperienced applicants who meet their hiring criteria. Most employers reported that employment in this occupation remained stable during the survey year and many predicted that employment would grow over the next 24 months.

Recruitment Methods

Many employers recruited applicants to fill vacant positions through in house promotions and some filled vacant positions through newspaper ads, employee referrals, private employment agencies and the Internet. Many employers screen applicants for this occupation through police background checks. Some employers conduct insurance bond checks and screen through past employment references.

WHERE THE JOBS ARE

	<i>Percent</i>	<i>SIC</i>
Residential Building Construction	10%	152
Misc. Equipment Rental & Leasing	8%	735
Local Government	7%	903
Commercial Banks	6%	602

EMPLOYER REQUIREMENTS

Education & Training

Many employers require new hires in this occupation to have completed a Bachelor's Degree, although some require applicants to complete high school or the equivalent. Almost all employers rated recent new hires excellent in such qualities as honesty, punctuality, attendance, motivation, cooperation and tolerating stress. Applicants that were not hired lacked knowledge of the position, and were deficient in working accurately and industriousness.

Experience

Almost all employers indicated that they require applicants to have an average of 49 months of experience in this occupation prior to hiring. A few employers who require experience will accept 18 months of training in any finance or accounting course work as a substitute for experience.

SKILLS, LICENSES AND OTHER REQUIREMENTS

Technical:

- Ability to analyze data to solve problems
- Budget analysis skills
- Ability to read and comprehend information quickly
- Ability to plan and organize
- Knowledge of laws and regulations affecting financial institutions

Physical:

- Ability to sit continuously for 2 or more hours

Personal:

- Organizational & time management skills
- Problem solving skills
- Ability to write effectively
- Ability to meet deadlines
- Attention to detail

Other:

- Word processing and spreadsheet skills
- Database skills
- Knowledge of spreadsheet design
- Knowledge of geometry, algebra or advanced statistics or other higher math and to possess the ability to compute interests, discounts, and use basic statistics
- Must be able to prepare business letters and summary reports, technical documents, articles, or speeches.

OTHER INFORMATION

Promotional Opportunities

Accountant to Credit/Loan Managers to Financial Managers to Chief Credit Officer.

Most employers reported that they promote into this occupation from lower level accounting positions. Many employers promote from this occupation to higher-level positions such as vice president of accounting and chief credit officer.

DOT Code: TITLE
 160.167-058 Controller
 161.117-018 Treasurer
 169.167-086 Manager, Credit And Collection
 186.117-066 Risk And Insurance Collection
 186.117-070 Treasurer, Financial Institution

Assessment Codes
 California Occupational Guide #1
 Specific Vocational Preparation = 8 (4 to 10 Years)
 R M L G V N S P Q K F M E C
 GED 5 5 5 APTITUDES: 2 2 2 4 4 2 4 4 4 5 5
 GOE Code: 11.06.01
 SOC Code: 1412
 CIP Code: 52.0301
 O*NET SOC Code: TITLE
 11-3031.00 Financial Managers

FIRST LINE SUPERVISORS & MANAGERS-CLERICAL ADMINISTRATOR

OES Code 510020 T

17 Firms Responding

DESCRIPTION

First Line Clerical Manager/Supervisors directly supervise and coordinate the activities of clerical and administrative support workers. Manager/Supervisors are generally found in smaller establishments where they perform both supervisory and management functions, such as accounting, marketing and personnel work. In addition, Manager/Supervisors may also engage, in part, in the same clerical work as the workers they supervise.

WAGES & BENEFITS

WAGES

Union	RANGE	MEDIAN
New Hires, No Experience	N/A-N/A	N/A
New Hires, Experienced	\$10.29-\$23.38	\$15.19
3 + Yrs Experience with Firm	\$11.35-\$24.58	\$18.07

Non-Union	RANGE	MEDIAN
New Hires, No Experience,	N/A-N/A	N/A
New Hires, Experienced	\$7.50-\$17.48	\$13.24
3 + Yrs Experience with Firm	\$9.00-\$22.72	\$14.42

Weighted by Employees

Union	RANGE	MEDIAN
New Hires, No Experience	N/A-N/A	N/A
New Hires, Experienced	\$10.29-\$23.38	\$15.19
3 + Yrs Experience with Firm	\$11.35-\$24.58	\$17.53

Non-Union	RANGE	MEDIAN
New Hires, No Experience	N/A-N/A	N/A
New Hires, Experienced	\$7.50-\$21.66	\$9.00
3+ Yrs Experience with Firm	\$9.00-\$25.07	\$10.00

Some employers in this sample are unionized. However, wages for half the employees are subject to a collective bargaining or union agreement. Employers who pay at the high end of the scale tend to require more work experience and more education. Most employees (75%) work full time and average 50 hours per week.

BENEFITS

Ratio of firms responding

Vacation	14/15
Medical Insurance	14/15
Sick Leave	10/15
Retirement Plan	11/15
Dental Insurance	12/15
Vision Insurance	13/15
Life Insurance	9/15
Other	4/15

Most employers pay the full cost of benefits, while some share the cost of benefits with employees.

EMPLOYMENT TRENDS

Occupational Forecast 1995-2002

Size, 2002: 2,420 Very Large

Growth Rate (per yr.): 3% Faster than average

Job Growth: 410

Separations: 380

Male 5% Female 95%

SUPPLY & DEMAND

Employers report some difficulty finding experienced and inexperienced applicants who meet their hiring criteria. Most employers indicated that employment in this occupation remained stable during the survey year and almost all expect it to remain stable in the next 2 years.

Recruitment Methods

Most employers recruited applicants to fill vacant positions through in-house promotions and newspaper ads. Many employers recruited applicants through employee referrals and the Internet. A few employers screen applicants for this occupation through drug testing, DMV checks and police background checks.

WHERE THE JOBS ARE

	<i>Percent</i>	<i>SIC</i>
Local Government	14%	9030
State Commercial Banks	4%	6022
State Government	4%	9020
Eating Places	4%	5812

EMPLOYER REQUIREMENTS

Education & Training

Most employers require new hires in this occupation to have completed high school or the equivalent. But some require employees to have earned an Associate's Degree. Employers reported that recent new hires in this occupation are excellent in such qualities as honesty, punctuality, and meeting deadlines. Applicants that were not hired were deficient in speaking clearly, motivation, and working accurately.

Experience

Almost all employers require applicants to have an average of 25 months of experience in this occupation prior to hiring. Many employers who require experience do not accept training as a substitute for experience. Few employers who prefer experienced applicants will accept 13 months of training as a substitute for experience.

SKILLS, LICENSES AND OTHER REQUIREMENTS

Technical:

- Ability to interpret data
- Ability to plan and manage office operations
- Ability to analyze and solve problems
- Ability to manage an activity or a department
- Ability to motivate others

Physical:

- Ability to sit continuously for 2 or more hours

Personal:

- Ability to work under pressure
- Ability to work independently
- Ability to meet dead lines
- Organizational and time management skills
- Attention to detail

Other:

- Word processing and spreadsheet skills
- Database skills
- Ability to learn software specific to the firm
- Able to compute interest, discounts, and use basic statistics
- Must be able to prepare business letters or summary reports.

OTHER INFORMATION

Promotional Opportunities

Secretary, General Office Clerk, Bookkeeper to First Line Supervisor to Executive Assistant and Assistant Manager to Department Manager. Most employers reported that they promote into this occupation from lower level positions such as secretary and general office clerk. Many employers promote from this occupation to higher-level positions such as executive assistant and assistant manager.

DOT Code: TITLE

216.132-010 Supervisor, Accounting Clerks
 241.137-014 Supervisor, Customer-Complaints
 209.132-010 Supervisor, Personnel Clerks
 211.137-022 Supervisor, Tellers

Assessment Codes

Specific Vocational Preparation: 7 (2 to 4 years)

R M L G V N S P Q K F M E C

GED: 4 4 4 APTITUDES: 2 2 3 4 4 2 3 3 4 5 5

GOE Code: 07.02.02

SOC Code: 4521

CIP Code: 52.0204

O*NET SOC Code: TITLE

43-1011.00 First Line Supervisor

FREIGHT, STOCK & MATERIAL MOVERS-HAND

OES Code 9870009 T

15 Firms Responding

BENEFITS

Ratio of firms responding

DESCRIPTION

Freight, Stock and Material Movers include workers who move materials manually. These workers work in factory production areas, shipping departments or warehouses.

WAGES & BENEFITS

WAGES

Union

WAGES	RANGE	MEDIAN
New Hires, No Experience	\$8.59-\$14.16	\$13.40
New Hires, Experienced	\$8.59-\$14.16	\$12.50
3 + Yrs Experience with Firm	\$10.59-\$19.41	\$15.00

Non-Union

WAGES	RANGE	MEDIAN
New Hires, No Experience	\$6.00-\$10.00	\$7.75
New Hires, Experienced	\$6.00-\$10.00	\$8.50
3 + Yrs Experience with Firm	\$6.00-\$17.30	\$10.00

Weighted by Employees

Union

WAGES	RANGE	MEDIAN
New Hires, No Experience	\$8.59-\$14.16	\$13.40
New Hires, Experienced	\$8.59-\$14.16	\$10.50
3 + Yrs Experience with Firm	\$10.59-\$19.41	\$16.00

Non-Union

WAGES	RANGE	MEDIAN
New Hires, No Experience	\$6.00-\$10.00	\$10.00
New Hires, Experienced	\$6.00-\$10.00	\$10.00
3+ Yrs Experience with Firm	\$6.00-\$17.30	\$12.49

Wages for some employees (38%) are subject to a collective bargaining or union agreement. Most employees (95%) are full time and work 41 hours per week on average. Almost all employers reported that day shift is available and many employers reported that swing and graveyard shifts are available for this occupation.

	Full	Part-Time
Vacation	13/14	1/5
Medical Insurance	14/14	2/5
Sick Leave	9/14	2/5
Retirement Plan	13/14	4/5
Dental Insurance	14/14	2/5
Vision Insurance	12/14	2/5
Life Insurance	12/14	2/5

Many employers pay the full cost of benefits for full time employees. Many employers who hire part time employees pay the full cost of benefits.

EMPLOYMENT TRENDS

Occupational Forecast 1995-2005

Size, 2002: 1,110-Large

Growth Rate (per year): 2%-Slower than average

Job Growth: 130

Separations: 360

Male 75% Female 25%

SUPPLY & DEMAND

Employers report no difficulty finding experienced and moderate difficulty finding inexperienced applicants who meet their hiring criteria. Many employers indicated that employment in this occupation either grew or remained stable during the last year and predict that employment will either grow or remain stable over the next 2 years. Many employers hired to fill vacancies resulting from the creation of new positions.

Recruitment Methods

Most employers recruited applicants to fill vacant positions via employee referrals. Many employers recruited applicants

via newspaper ads and walk-in applicants. Some employers recruited applicants through in-house promotions, union hall referrals and through the Employment Development Department. Most employers screen applicants for this occupation through drug testing. Some screen through medical physicals and DMV and police background checks.

WHERE THE JOBS ARE

	Percent	SIC
Help Supply Services	12%	7363
Cereal Breakfast Foods	10%	2043
Department Stores	5%	5311
Drug Stores and Proprietary Stores	3%	5912
Employer Requirements		

Education & Training

Most employers require new hires in this occupation to complete high school or the equivalent, but some employers hire applicants with less than high school. Employers reported that recent new hires in this occupation have demonstrated excellence in cooperation and are moderate in honesty and attendance. Applicants that were not hired lacked motivation and industriousness.

Experience

Many employers indicated that they do not require but prefer an average of 11 months of work experience prior to hiring in this occupation. Some employers will accept 11 months of work experience in similar occupations as a substitute for experience in this occupation. Most employers will accept an average of 6 months of training in material handling as a substitute for experience.

SKILLS, LICENSES AND OTHER REQUIREMENTS

Technical:

- Ability to apply safety techniques
- Loading/Unloading skills
- Material handling skills
- Record keeping skills

Physical:

- Full use of hands, arms and fingers
- Ability to lift 100 pounds repeatedly
- Ability to climb, stoop and reach
- Good hand-eye coordination
- Ability to stand comfortably for 2 or more hours
- Ability to tolerate various weather conditions

Personal:

- Ability to work as a team
- Ability to follow oral instructions
- Ability to perform routine, repetitive work
- Ability to work independently

Basic:

- Ability to follow oral instructions
- Basic reading and comprehension skills
- Basic math skills

Other:

- Able to add or subtract 2 digit numbers
- Must be able to write simple sentences.

OTHER INFORMATION

Promotional Opportunities

Maintenance, General Laborers to Freight Stock, & Material Movers to Foreperson/Supervisor to Manager. Many employers reported that they promote into this occupation from lower level positions such as janitors, and general laborers. Most employers reported that they promote from this occupation to higher-level positions such as drivers, foremen, supervisors and managers.

Dot Code: TITLE

914.687-014 Loader Helper

929.687-030 Material Handler

412.687-010 Commissary Assistant

579.687-018 Floor Attendant

Assessment Codes

California Occupational Guide #63

Specific Vocational Preparation: 2(short demo to 30 days)

RML GVNSPQKFMEC

GED: 211APTITUDES 4444444355

GOE Code: 06.04.40

SOC Code: 8726

CIP Code: N/A

O*NET SOC Code: TITLE

53-7062.03 Freight and Material Movers

HOME HEALTH AIDES

OES Code 660110

16 Firms Responding

DESCRIPTION

Home Health Aides care for elderly, convalescent, or handicapped persons in the homes of their patients. They perform duties for patients such as changing bed linens, preparing meals, assisting in and out of bed, bathing, dressing, grooming, and assisting with medications that are self-administered. This includes Certified Home Health Aides, Certified Nurse Assistants caring for patients in their homes, and uncertified Home Health Care Workers

WAGES & BENEFITS

WAGES	RANGE	MEDIAN
New Hires, No Experience	\$6.00-\$10.67	\$7.13
New Hires, Experienced	\$6.25-\$11.00	\$8.00
3 + Yrs Experience with Firm	\$6.25-\$13.00	\$9.00

Weighted by Employees

New Hires, No Experience	\$6.00-\$10.67	\$6.25
New Hires, Experienced	\$6.25-\$11.00	\$7.25
3 + Yrs Experience with Firm	\$6.25-\$14.00	\$8.00

Many employees (43%) work on-call, averaging 37 hours per week. Some employees work full time and part-time, and average 22 to 45 hours per week. Many employers indicated that employees work swing and graveyard shifts. Some employers report that employees work a three-day week with 24-hour shifts.

BENEFITS

Ratio of firms responding

	<i>Full-Time</i>	<i>Part-Time/On Call</i>
Vacation	8/9	5/12
Medical Insurance	8/9	6/12
Sick Leave	7/9	4/12
Retirement Plan	6/9	4/12
Dental Insurance	7/9	5/12
Vision Insurance	5/9	3/12
Life Insurance	3/9	4/12
Child Care	1/12	0/12
Other	1/12	0/12

Many employers who offer full time benefits pay the full cost of benefits for their employees. Few employers who offer part time benefits either pay the full cost of benefits for their employees or share the cost of benefits with their employees.

EMPLOYMENT TRENDS

Occupational Forecast 1995-2002

Size, 2002: 390-Medium

Growth Rate (per year): 6.3%-
Much faster than average

Job Growth: 120

Separations: 30

Male 5% Female 95%

SUPPLY & DEMAND

Employers report it very difficult finding experienced applicants and moderate difficulty finding inexperienced applicants who meet their hiring criteria. Many employers indicated that employment in this occupation grew during the survey year and most expect employment to grow over the next two years. Most employers hired in the survey year and many hired to fill vacancies resulting from the creation of new positions and individuals in permanent positions leaving the firm.

Recruitment Methods

Most employers recruited applicants for this occupation through employee referrals, and newspaper ads. Many recruited applicants via in-house promotions or transfers, and walk-in applicants. Some employers used school program referrals and the Employment Development Department to recruit applicants for this occupation. Almost all employers screen applicants to this occupation through police background check and medical physicals. Many employers screen applicants through drug testing and DMV background checks.

WHERE THE JOBS ARE

	<i>Percent</i>	<i>SIC</i>
Help Supply Services	50%	7363
Home Health Care Services	16%	8082
General Medical & Surgical Hospital	6%	8062

EMPLOYER REQUIREMENTS

Education & Training

Most employers indicated that they require at least a high school diploma for applicants in this occupation and some employers will hire applicants with less than high school. Many employers report that home health aide training is required prior to hiring. Employers indicated that most recent new hires in this occupation demonstrate excellent cooperation and motivation. Applicants that were not hired lacked honesty and punctuality and showed poor grooming.

Experience

Many employers in this sample require applicants to have worked an average of 10 months in this occupation prior to hiring. However, many do not require, but prefer applicants to have experience. Many employers will accept 5 months of training and 12 months of work experience in nursing assistance or care giving as substitutes for experience in this occupation.

SKILLS, LICENSES AND OTHER REQUIREMENTS

Technical:

- Ability to administer first aide
- Ability to apply the principles of asepsis
- Ability to perform CPR
- Home Health Aid (HHA) Certificate
- Nurses Aide certification

Physical:

- Physical strength to lift patients
- Ability to stand for 2 or more hours continuously

Personal:

- Ability to handle crisis situations
- Ability to work independently
- Ability to work under pressure
- Organizational & time management skills
- Possession of a valid driver's license

Basic:

- Ability to follow oral instructions
- Ability to read & follow written instructions
- Oral communication skills
- Ability to write legibly

Other:

- Word processing and spreadsheet application skills
- Knowledge of multiplication, division, decimals and fractions
- Must be able to write complex sentences and to compose paragraphs.

OTHER INFORMATION

Promotional Opportunities

Home Health Aide to Licensed Vocational Nurse to Registered Nurse. Few employers reported that they promote into this occupation from lower level positions. However, many employers promote from this occupation to higher-level positions such as Licensed Vocational Nurse and Registered Nurse provided the applicant possesses the appropriate education and license.

DOT Code: TITLE
354-377-014 Home Attendant

Assessment Codes
California Occupational Guide #461
Specific Vocational Preparation = 3 (30 days to 3 mos)

RML GVN SPQKFM EC
GED 3 2 2 APTITUDES 3 3 4 4 4 4 3 4 3 4 4
GOE Code: 10.03.03
SOC Code: 5236
CIP Code: 51.1615
O*NET SOC Code: TITLE
31-1011.00 Home Health Aides

HOST & HOSTESSES-RESTAURANT

OES Code 650020

15 Firms Responding

DESCRIPTION

Hosts and Hostesses-restaurant, lounge or coffee shop, welcome patrons, seat them at tables or in lounge, and insure quality of facilities and service.

WAGES & BENEFITS

WAGES	RANGE	MEDIAN
New Hires, No Experience	\$5.75-\$6.50	\$6.00
New Hires, Experienced	\$5.75-\$6.50	\$6.00
3 + Yrs Experience with Firm	\$5.75-\$8.00	\$6.50

Weighted by Employees

New Hires, No Experience	\$5.75-\$6.50	\$6.00
New Hires, Experienced	\$5.75-\$6.50	\$6.00
3 + Yrs Experience with Firm	\$5.75-\$8.00	\$6.50

Most employees (79%) work part-time averaging 22 hours per week. Some employees (21%) work full time averaging 38 hours per week. Almost all employers indicated that day shift is available and many reported that employees work swing.

BENEFITS

Ratio of firms responding

Vacation	2/7
Medical Insurance	4/7
Sick Leave	3/7
Retirement Plan	0/0
Dental Insurance	4/7
Vision Insurance	3/7
Life Insurance	3/7

A few employers who hire full time pay the full cost of benefits for their employees and some who hire full time share the cost of benefits with their employees. Almost all employers who hire part-time do not offer benefits.

EMPLOYMENT TRENDS

Occupational Forecasts 1995-2002

Size, 2002: 310-Medium

Growth Rate: (per yr.): 3.4%
Faster than average

Job Growth: 60

Separations: 60

Male 5% Female 95%

SUPPLY & DEMAND

Employers report no difficulty finding experienced and inexperienced applicants who meet their hiring criteria. Almost all employers indicated that employment in this occupation remained stable during the last year and most expect employment to remain stable over the next two years, although some indicated growth. Almost all employers hired in the last year and many hired to fill vacancies resulting from individuals in permanent positions leaving the firm.

Recruitment Methods

Almost all employers recruited applicants for this occupation through employee referrals and walk-in applicants. Most employers recruited applicants through the newspaper. Few employers screen applicants to this occupation through drug test, cash handling tests, and prior employment references.

WHERE THE JOBS ARE

	<i>Percent</i>	<i>SIC</i>
Eating Places	92%	5812

EMPLOYER REQUIREMENTS

Education & Training

Most employers indicated that they hire applicants with less than high school. However, some employers reported that they require applicants to have completed high school or the equivalent. Employers indicated that most recent new hires in this occupation demonstrate excellent cooperation and grooming. Applicants that were not hired showed poor attendance and did not work well with close supervision.

Experience

Although most employers do not require experience, some employers reported that they prefer applicants to have worked an average of 4 months in this occupation prior to hiring. Most employers who prefer experienced applicants will accept 3 months of experience in fast food or cashiering as a substitute for experience in this occupation.

SKILLS, LICENSES AND OTHER REQUIREMENTS

Technical:

- Cash handling skills
- Good memory skills
- Ability to complete credit card transactions
- Ability to operate a cash register (standard and/or computerized)
- Ability to follow check cashing procedures

Physical:

- Ability to stand for 2 or more hours continuously

Personal:

- Good grooming skills
- Ability to work nights, weekends and holidays
- Ability to work independently
- Understanding of a variety of cultures
- Ability to work with close supervision
- Ability to handle disruptive patrons

Basic:

- Ability to read and follow instructions
- Oral communication skills
- Ability to follow oral and written instructions
- Ability to write legibly

Other:

- Operate computerized cash registers and the Point of Sales system specific to the restaurant
- Add or subtract 2 digit numbers
- Knowledge of multiplication, division, decimals and fractions and to possess the ability to compute interests & discount
- Must write simple sentences.

OTHER INFORMATION

Promotional Opportunities

Host/Hostess to Waiter/Waitress or Bartender to Restaurant Manager. Employers indicated that they do not promote into this occupation from lower level positions, as this is an entry-level position. However, almost all employers promote from this occupation to higher-level positions such as waiter/waitresses, bartender or restaurant manager.

DOT Code: TITLE
310.137-010 Host/Hostess, Restaurant

Assessment Codes
California Occupational Guide #500
Specific Vocational Preparation =1(Short Demonstration)
RML ONSPQKFUEC
GED N/A APTITUDES N/A
GOE Code: 09.01.03
SOC Code: 35-9031
CIP Code: 12.0507
O*NET SOC Code: TITLE
35-9031.00 Host/ hostesses

INDUSTRIAL PRODUCTION MANAGERS

OES Code 150140 Q

15 Firms Responding

DESCRIPTION

Industrial Production Managers plan, organize, direct, control, or coordinate the operational (line) activities and resources necessary for manufacturing products in accordance with cost, quality, and quantity specifications.

WAGES & BENEFITS

WAGES	RANGE	MEDIAN
New Hires, No Experience	\$7.25-\$15.86	\$10.00
New Hires, Experienced	\$8.74-\$27.16	\$16.30
3 + Yrs Experience with Firm	\$9.09-\$31.25	\$20.67
<i>Weighted by Employees</i>		
New Hires, No Experience	\$7.25-\$15.86	\$12.00
New Hires, Experienced	\$8.74-\$27.16	\$13.00
3 + Yrs Experience with Fir	\$9.09-\$31.25	\$19.24

Almost all employees (95%) work full time and average 48 hours per week. Many employers (45%) require applicants to work swing shift and some require applicants to work graveyard.

BENEFITS

Ratio of firms responding

Vacation	15/15
Medical Insurance	15/15
Sick Leave	11/15
Retirement Plan	13/15
Dental Insurance	14/15
Vision Insurance	12/15
Life Insurance	13/15
Child Care	1/15
Other	3/15

Most employers pay the full cost of benefits, while a few share the cost of benefits with employees.

EMPLOYMENT TRENDS

Occupational Forecast

1995-2002

Size, 2002: 290-Medium

Growth Rate (per yr):

2% Average

Job Growth: 10

Separations: 40

Male 85% Female 15%

SUPPLY & DEMAND

Employers report some difficulty finding experienced applicants and much difficulty finding inexperienced applicants who meet their hiring criteria. Most employers indicated that employment in this occupation remained stable during the last year. Almost all expect employment to remain stable over the next 2 years.

Recruitment Methods

Most employers recruited applicants to fill vacant positions through in-house promotions and newspaper ads. Some employers recruited applicants through employee referrals and private employment agencies. Most employers screen applicants for this occupation through drug testing. Many employers screen applicants through medical physicals and some conduct police background checks.

WHERE THE JOBS ARE

	<i>Percent</i>	<i>SIC</i>
Printed Circuit Boards	5%	3672
Wood Products	4%	2499
Truck Trailers	4%	2499
Cereal Breakfast Foods	4%	2043

EMPLOYER REQUIREMENTS

Education & Training

Many employers require new hires in this occupation to have completed high school or the equivalent. However, few require new hires to have obtained an Associate or Bachelor's Degree. Employers reported that recent new hires in this occupation are excellent in such qualities as attendance, punctuality, industriousness and cooperation. Employers reported that applicants that were not hired were deficient in industriousness and motivation.

Experience

Most employers require applicants for this occupation to have an average of 44 months of experience in this occupation and related occupations prior to hiring. Almost all employers who require experience will not accept training as a substitute for experience. Some employers require applicants to have undergone an average of 17 months of technical or vocational training prior to hiring in this occupation.

SKILLS, LICENSES AND OTHER REQUIREMENTS

Technical:

- Ability to apply safety techniques
- Ability to plan and organize the work of others
- Ability to implement the principles of quality control
- Ability to analyze workflow processes
- Ability to analyze and solve problems

Personal:

- Ability to meet deadlines
- Ability to manage multiple priorities
- Ability to work under pressure
- Ability to work as part of a team
- Ability to motivate others
- Organizational & time management skills

Other

Word processing and spreadsheet skills

Database skills

Able to multiply and divide, and to possess knowledge of fractions and decimals.

Ability to compute interests and discounts, and to use basic statistics.

Write essays or reports, prepare business letters or summary reports, or write technical documents and articles.

OTHER INFORMATION

Promotional Opportunities

Machine Operator to Lead Person to Industrial Production Manager to Plant Manager. Almost all employers reported that they promote into this occupation from lower level positions such as foreman or production supervisor. Many employers promote from this occupation to higher-level positions such as plant manager and general manager.

DOT Codes: TITLE
183.117-010 Manager, Branch

Assessment Codes
California Occupational Guide: N/A
Specific Vocational Preparation= 8(4 to 10 years)
RML GVNSPQKFMEC
GED 544 APPTITUDES 2 2 2 4 4 3 4 4 1
GOE Code: 11.05.02
SOC Code: 1320
CIP Code: 52.0205
O*NET SOC Code: TITLE
11-3051.00 Industrial Production Manager

MEDICAL ASSISTANTS

OES Code 660050

15 Firms Responding

DESCRIPTION

Medical Assistants perform various duties under the direction of physicians in the examination and treatment of patients. They prepare treatment rooms, inventory supplies and instruments, and set up patients for attention of physician, handing instruments and materials to physician as directed. They may schedule appointments, keep medical records, or perform other clerical duties.

EMPLOYMENT TRENDS

Occupational Forecast 1995-2002

Size, 2002 610-Large

Growth Rate (per yr.) 5%-Much faster than average

Job Growth: 160

Separations: 60

Male 8% Female 92%

WAGES & BENEFITS

WAGES	RANGE	MEDIAN
New Hires, No Experience	\$6.50-\$8.66	\$8.00
New Hires, Experienced	\$7.00-\$10.91	\$8.00
3 + Yrs Experience with Firm	\$8.50-\$12.83	\$10.00
<i>Weighted by Employees</i>		
New Hires, No Experience	\$6.50-\$8.66	\$8.00
New Hires, Experienced	\$7.00-\$10.91	\$9.00
3 + Yrs Experience with Firm	\$8.50-\$12.83	\$10.39

Although few employers are union, many employees earn wages at the high end that are subject to collective bargaining and union agreements. Many employees are full time averaging 40 hours per week and many employees work part time averaging 29 hours per week. All employers hire employees to work the day shift but few expect employees to be available for swing shift.

SUPPLY & DEMAND

Employers reported very difficult to find experienced applicants and moderate difficulty finding inexperienced applicants who meet their hiring criteria. Many employers indicated that employment in this occupation grew during the last year and in many firms employment remained stable. Most employers expect employment in this occupation to remain stable over the next two years. Most employers hired in the last year and almost all hired to fill vacancies resulting from individuals in permanent positions leaving the firm.

BENEFITS

Ratio of firms responding

Vacation	14/17
Medical Insurance	14/17
Sick Leave	14/17
Retirement Plan	12/17
Dental Insurance	6/17
Vision Insurance	9/17
Life Insurance	6/17
Child Care	1/17

Many employers who offer full time benefits pay the full cost of benefits for their employees. A few employers who offer part time benefits share the cost of benefits with their employees.

Recruitment Methods

Most firms recruit applicants for this occupation through employee referrals and newspaper ads. Many firms recruit applicants through school program referrals and hired walk-in applicants. Some employers screen applicants to this occupation through drug testing and a few employers screen applicants through medical testing.

WHERE THE JOBS ARE

	Percent	SIC
Offices & Clinics of Medical Doctors	87%	8011

EMPLOYER REQUIREMENTS

Education & Training

Almost all employers indicated that they require a high school diploma or the equivalent for applicants to this occupation. However, some employers reported that recent new hires have obtained an Associate's Degree. Many employers report that 10 months of training in medical assistance is required of applicants prior to hiring in this occupation. Employers indicated that most recent new hires in this occupation demonstrate a moderate amount of cooperation and honesty. Employers also reported that recent new hires work fairly accurately and demonstrate industriousness. Applicants that were not hired lacked knowledge of basic office procedures.

Experience

Many employers in this sample prefer, but do not require applicants to have worked an average of 10 months in this occupation prior to hiring. Some employers who prefer experienced applicants will accept 8 months of work experience in related occupations as a substitute for experience in this occupation. Of the employers that prefer experience, most will accept 9 months of medical assistance training as a substitute for experience in this occupation.

SKILLS, LICENSES & OTHER REQUIREMENTS

Technical:

- Telephone answering skills
- Ability to apply dressing and compresses
- Ability to prepare treatment rooms for examination of patients
- Ability to use medical terminology
- CPR certificate

Personal:

- Ability to work as part of a team
- Ability to work under pressure
- Ability to work independently
- Understanding of a variety of cultures
- Willing to work with close supervision
- Ability to handle crisis situations

Basic:

- Ability to read and follow instructions
- Ability to follow oral instructions
- Ability to write legibly
- Oral communications skills

Other:

- Word processing skills
- Knowledge of multiplication, division, decimals and fraction
- Able to write complex sentences and compose paragraphs

OTHER INFORMATION

Promotional Opportunities

Medical Assistant to Lead Office Person/Supervisor. Most employers do not promote into this occupation from lower level positions. While many employers do not promote from this position to higher-level positions, many do promote to a variety of higher-level positions such as supervisor, lead office person, and in some cases, licensed vocational and registered nurse.

Dot Code: TITLE
 079.362-010 Medical Assistant
 079.364-010 Chiropractor Assistant
 079.374-018 Podiatry Assistant
 355.667-010 Morgue Attendant

Assessment Codes
 California Occupational Guide: #513
 Specific Vocational Preparation = 6 (1 to years)
 R M L G V N S P Q K F M E C
 GED 4 3 4 APTITUDE 3 3 4 4 4 3 3 3 5 4
 GOE Code 10.03.02
 SOC 5233
 CIP 51.0801
 O*NET SOC Code: TITLE
 31-9092.00 Medical Assistant

NURSE AIDE

OES Code 660080 D

17 Firms Responding

DESCRIPTION

Nurse Aides work under the direction of nursing or medical staff to provide auxiliary services in the care of patients. They perform duties such as answering patient's call bell, serving and collecting food trays, and feeding patients. Nurse Aides may be called Assistants, Attendants, or Orderlies. Orderlies are primarily concerned with the care of male patients, setting up equipment, and relieving nurses of heavier work. This does not include Psychiatric Aides and Home Health Aides

EMPLOYMENT TRENDS

Occupational Forecast 1995-2002

Size, 2002: 2,090 Very Large

Growth Rate (per yr.) 3.2%
Faster than average

Job Growth: 390

Separations: 190

Male 12% Female 88%

WAGES & BENEFITS

WAGES	RANGE	MEDIAN
New Hires, No Experience	\$6.00-\$8.75	\$7.50
New Hires, Experienced	\$6.25-\$10.39	\$8.25
3 + Yrs Experience with Firm	\$6.50-\$12.03	\$9.00

Weighted by Employees

New Hires, No Experience	\$6.00-\$8.75	\$8.15
New Hires, Experienced	\$6.25-\$10.07	\$8.63
3 + Yrs Experience with Firm	6.50-\$13.00	\$9.20

Most employees are full time averaging 39 hours per week. However, some employees work part time averaging 25 hour per week, and a few work on-call at 20 hours per week. Almost all employers hire employees to work day and swing shifts but most expect employees to be available for the graveyard shift.

SUPPLY & DEMAND

Employers report moderate difficulty finding experienced and inexperienced applicants who meet their hiring criteria. Most employers indicated that employment in this occupation remained stable during the last year and expect employment stability over the next two years. Almost all employers hired in the last year and almost all hired to fill vacancies resulting from individuals in permanent positions leaving the firm.

Recruitment Methods

Many firms recruited applicants for this occupation through in-house promotions or transfers, employee referrals, newspaper ads, and walk-in applicants. Some employers used school program referrals and the Employment Development Department to recruit applicants for this occupation. Almost all employers screen applicants to this occupation through and most employers conduct police background checks prior to hiring applicants. Some employers screen applicants through drug testing. A few employers utilize past employment references to screen applicants.

BENEFITS

Ratio of firms responding

Vacation	15/18
Medical Insurance	17/18
Sick Leave	15/18
Retirement Plan	4/18
Dental Insurance	16/18
Vision Insurance	13/18
Life Insurance	11/18
Child Care	2/18

Many employers who offer full time benefits pay the full cost of benefits for their employees. Some employers who offer part time benefits will either pay the full cost of benefits or share the cost of benefits with their employees.

WHERE THE JOBS ARE

	<i>Percent</i>	<i>SIC</i>
Skilled Nursing Care Facilities	59%	8051
General Medical & Surgical Hospital	22%	8062
Nursing and Personal Care, NEC	8%	8059

EMPLOYER REQUIREMENTS

Education & Training

Many employers indicated that they require at least a high school diploma for applicants in this occupation. However, many hire applicants with less than high school. Many employers report that applicants need to obtain nursing assistant certification (C.N.A.) prior to hiring for this occupation. Employers indicated that most recent new hires in this occupation demonstrate excellent cooperation and motivation. Many employers described a significant amount of deficiencies in applicants that were not hired such as inability to handle crisis situations, poor work ethics, scattered work history, and poor attendance.

Experience

Many employers in this sample do not require applicants to have worked in this occupation prior to hiring. However, some employers do require an average of 6 months work experience prior to hiring applicants. Of the employers that require experience, many will accept work experience in related occupations and almost all will accept 6 months of training as a substitute for experience in this occupation.

SKILLS, LICENSES & OTHER REQUIREMENTS

Technical:

- Ability to apply transferring techniques in moving patients
- Ability to perform CPR
- Ability to take vital signs
- Ability to read labels and instructions
- Ability to apply the principles of asepsis

Physical:

- Physical strength to lift patients
- Ability to stand continuously for 2 or more hours

Personal:

- Organizational and time management skills
- Ability to work under pressure
- Ability to work independently
- Willing to work flexible hours and days
- Ability to handle crisis situations

Basic:

- Oral communication skills
- Ability to read and follow written instructions
- Ability to follow oral instructions
- Ability to write legibly

Other:

- Word processing, spreadsheet database and desktop publishing skills
- Able to add and subtract
- Knowledge of multiplication, division, decimals and fractions
- Must be able to write complex sentences and to compose paragraphs.

OTHER INFORMATION

Promotional Opportunities

Housekeeper/Assisted Living Aide to Certified Nurse Aide to Rehabilitation Nurse Assistant to Licensed Vocational Nurse to Registered Nurse. Many employers promote into this occupation from lower level positions such as assisted living aide or housekeeper. Most employers promote from this occupation to higher-level positions such as rehabilitation nurse assistants (RNA) and licensed vocational nurse (LVN). A few employers will promote persons in this occupation to registered nurse, provided that they complete the appropriate schooling.

Dot Code: Title

335.674-014 Nurse Assistant

354.677-010 First Aide Attendant

355.674-018 Orderly

Assessment Codes

California Occupational Guide #442

Specific Vocational Preparations = 4 (3 to 6 mos)

RML G V N S P Q K F M E C

GED: 3 2 2 APTITUDES: 4 4 4 4 4 3 4 3 3 4 4

GOE Code: 10.03.02

SOC: 5236

CIP 51.1614

O*NET SOC Code: TITLE

31-1012.00 Nurse Aide

PARALEGAL PERSONNEL

OES Code 283050 Q

17 Firms Responding

DESCRIPTION

Paralegal Personnel assist lawyers by doing in the preparation of lawsuits and/or legal documents as a career professional, usually having either four-year college degree or a degree from an institute specializing in the paralegal profession. They may gather research data for use as evidence to formulate defense or to initiate defense or to legal action.

WAGES & BENEFITS

WAGES	RANGE	MEDIAN
New Hires, No Experience	\$6.00-\$13.46	\$9.00
New Hires, Experienced	\$9.00-\$19.23	\$14.16
3 + Yrs Experience with Firm	\$10.00-\$28.84	\$15.39
<i>Weighted by Employees</i>		
New Hires, No Experience	\$6.00-\$13.46	\$10.00
New Hires, Experienced	\$10.00-\$19.23	\$14.80
3 + Yrs Experience with Firm	\$12.01-\$28.84	\$16.00

Almost all employees (80%) in this sample earn wages found under the section "weighted by employees" and almost all employees (80%) work full time and average 40 hours per week.

BENEFITS

Ratio of firms responding

Vacation	12/13
Medical Insurance	12/13
Sick Leave	11/13
Retirement Plan	11/13
Dental Insurance	10/13
Vision Insurance	4/13
Life Insurance	5/13
Child Care	1/13
Other	3/13

Many employers pay the full cost of benefits for full-time employees and a few employers pay the full cost of benefits for part-time employees. A few employers share the cost of benefits with full and part-time employees.

EMPLOYMENT TRENDS

Occupational Forecast 1995-2002

Size, 2002: 70- Very Small

Growth Rate (per yr.) 5.7% Much faster than average

Job Growth: 20

Separations: 0

Male 21% Female 79%

SUPPLY & DEMAND

Employers report it very difficult to find experienced applicants and moderately difficult finding inexperienced applicants who meet their hiring criteria. Almost all employers indicate that employment in this occupation remained stable during the last year and most employers expect stability over the next 2 years. Many employers hired within the last 12 months to fill temporary, on call or seasonal positions.

Recruitment Methods

Most employers recruited applicants to fill vacant positions through newspaper ads. Some employers filled positions through private employment agencies, school program referrals, and colleges/universities. A few employers screen applicants for this occupation through reading and math aptitude assessment testing, and by checking references from prior employment.

WHERE THE JOBS ARE

	<i>Percent</i>	<i>SIC</i>
Legal Services	84%	8III

EMPLOYER REQUIREMENTS

Education & Training

Many employers require new hires in this occupation to have completed an Associate's Degree and to have completed paralegal or legal office administration course work. However, many employers indicate that recent new hires have completed a Bachelor's Degree. Employers reported that recent new hires in this occupation are excellent in such qualities as grooming, accepting supervision, and tolerating stress. Employers report that applicants that were not hired were deficient in meeting deadlines, working accurately, and industriousness.

Experience

Most employers (65%) require applicants for this occupation to have 6 to 24 months of experience in general or legal secretarial work and many (47%) will accept 1 year of training as a substitute for experience.

SKILLS, LICENSES & OTHER REQUIREMENTS

Technical:

- Ability to manage multiple priorities
- Ability to read and comprehend information quickly
- Ability to prepare legal documents and exhibits
- Ability to maintain files and correspondence
- Ability to file pleadings

Personnel:

- Ability to work under pressure
- Ability to work independently
- Ability to work as part of a team

Other:

- Word processing skills
- Spreadsheet and database skills
- Able to compute interests, discounts and use basic statistics
- Able to prepare business letters or summary reports
- Able to write technical documents, articles or speeches

OTHER INFORMATION

Promotional Opportunities

Legal secretary/Aide to Paralegal to Attorney. Many employers reported that they promote into this occupation from lower level positions such as legal aides and secretaries. Most employers do not promote from this occupation to higher-level positions.

DOT Code: TITLE
119.267-026 Paralegal

Assessment Codes
California Occupational Guide #464
Specific Vocational Preparation = 6 (1 to 2 years)
GVN SPQKFMEC
GED: 525 APTITUDES: 2 1 3 4 4 3 4 4 4 5 5
GOE Code: 07.05.02
SOC Code: 23-2011
CIP Code: 22.0103
O*NET SOC Code: TITLE
23-2011.00 Paralegal Personnel

RESIDENTIAL COUNSELORS

OES Code 273070

15 Firms Responding

DESCRIPTION

Residential Counselors coordinate activities for residents of care and treatment institutions, boarding school, college fraternities or sororities, children homes, or similar establishments. Their work includes developing or assisting in the development of program plans for individuals, maintaining household records, and assigning rooms. They counsel residents in identifying and resolving social or other problems. They order supplies and determine need for maintenance, repairs, and furnishings.

WAGES & BENEFITS

WAGES

	RANGE	MEDIAN
Union		
New Hires, No Experience	N/A N/A	N/A
New Hires, Experienced	\$11.46-\$13.60	\$12.45
3 + Yrs Experience with Firm	\$12.63-\$16.11	\$15.75
Non-Union		
New Hires, No Experience	\$6.25-\$9.00	\$7.50
New Hires, Experienced	\$7.40-\$11.00	\$8.09
3 + Yrs Experience with Firm	\$7.50-\$12.00	\$9.07

Weighted by Employees

Union		
New Hires, No Experience	N/A N/A	N/A
Experienced/New to Firm	\$11.46-\$13.60	\$12.45
3 + Yrs Experience with Firm	\$12.63-\$16.11	\$15.75
Non-Union		
New Hires, No Experience	\$6.25-\$9.00	\$7.50
New Hires, Experienced	\$7.40-\$11.00	\$8.00
3 + Yrs Experience with Firm	\$7.50-\$14.00	\$9.00

Almost all employees (82%) work full time, averaging 40 hours per week. Almost all employers indicated that employees work day shift and most reported that employees work swing shift. However, many employers indicated that the graveyard shift is available.

BENEFITS

Ratio of firms responding

Vacation	14/14
Medical Insurance	14/14
Sick Leave	13/14
Retirement Plan	10/14
Dental Insurance	12/14
Vision Insurance	9/14
Life Insurance	9/14
Child Care	1/14

Most employers pay the full cost of benefits for full time employees.

EMPLOYMENT TRENDS

Occupational Forecast 1995-2002

Size, 2002: 910-Large

Growth Rate (per yr.): 4.8%-Much faster than average

Job Growth: 230

Separations: 110

Male 46% Female 54%

SUPPLY & DEMAND

Employers report moderate difficulty finding experienced applicants and much difficulty finding inexperienced applicants who meet their hiring criteria. Many employers indicated that employment in this occupation remained stable during the last year and most expect employment to grow over the next two years. Almost all employers hired in this occupation last year, and most hired to fill vacancies resulting from individuals in permanent positions leaving the firm.

Recruitment Methods

Most employers recruited applicants for this occupation through in-house promotion or transfers,

employee referrals, and newspaper ads. Some employers used the Employment Development Department and colleges/universities to recruit applicants for this occupation. Most employers screen applicants to this occupation through police background checks and medical physicals. Many employers screen applicants through drug testing and DMV background checks.

WHERE THE JOBS ARE

	<i>Percent</i>	<i>SIC</i>
Residential Care	90%	8361
Individual and Family Services	9%	8322

EMPLOYER REQUIREMENTS

Education & Training

Most employers indicated that they require at least a high school diploma for applicants in this occupation. However, many employers reported that their most recent new hires have completed an Associate's Degree. Employers indicated that most recent new hires in this occupation demonstrate excellent cooperation, attendance and honesty. Applicants that were not hired lacked work experience and the ability to communicate.

Experience

Many employers in this sample require applicants to have worked an average of 16 months in this occupation prior to hiring and many employers will accept work experience and training in substance abuse counseling as a substitute for work experience in this occupation.

SKILLS, LICENSES & OTHER REQUIREMENTS

Technical:

- Ability to identify and resolve social and other problems
- Record keeping skills
- Ability to develop program plans for individuals
- Ability to perform first aid
- Ability to ascertain medical needs

Personal:

- Understanding of a variety of cultures
- Anger management skills
- Ability to handle crisis situations
- Good DMV driving records
- Clean police record

Other:

- Word-processing skills
- Spreadsheet skills
- Database skills
- Knowledge of multiplication, division, decimals and fractions
- Must be able to prepare business letters or summary reports.

OTHER INFORMATION

Promotional Opportunities

Caseworker to Residential Counselor to Senior Counselor to Administrative Assistant to Assistant Program Director to Program Director. Most employers reported that they promote into this occupation from lower level positions such as caseworkers and case managers. Almost all employers promote from this occupation to higher-level positions such as group counselor, senior counselor, administrative assistant, assistant director, and director.

DOT Code: TITLE
187.167-186 Residence Supervisor

Assessment Codes
California Occupational Guide # N/A
Specific Vocational Preparation = 6 (1 to 2 years)
RML GVNSPQKFMEL
GED N/A APTITUDES N/A
GOE Code: 11.07.01
SOC Code:
CIP Code: 20.0201
O*NET SOC Code: TITLE
N/A

SALES AGENTS & PLACERS-INSURANCE

OES Code 430020

16 Firms Responding

DESCRIPTION

Insurance Sales Agents and Placers sell or advise clients on life insurance, endowments, fire accident, and other types of insurance. They may refer clients to independent brokers, work as an independent broker, or maintain employment by an insurance company.

WAGES & BENEFITS

WAGES	RANGE	MEDIAN
New Hires, No Experience	\$5.76-14.42	\$9.23
New Hires, Experienced	\$5.75-15.38	\$11.54
3 + Yrs. Experienced with Firm	\$5.75-19.23	\$13.11

Weighted by Employees

New Hires, No Experience	\$5.76-\$14.42	\$9.61
New Hires, Experienced	\$5.75-15.38	\$14.42
3 + Yrs. Experienced with Firm	\$5.75-\$19.23	\$16.83

Many firms supplement employee wages with commission and bonuses ranging from \$3.20 to \$38.46 per hour. Almost all employees (95%) work full time and average 40 hours per week.

BENEFITS

Ratio of firms responding

Vacation	12/15
Medical Insurance	13/15
Sick Leave	12/15
Retirement Plan	13/15
Dental Insurance	12/15
Vision Insurance	7/15
Life Insurance	11/15
Child Care	4/1

Some employers pay the full cost of most benefits while a few employers share the cost of some benefits with a few employees.

EMPLOYMENT TRENDS

Occupational Forecast 1995-2002

Size, 2002: 120-Small

Growth Rate (per yr): 2.8%- Average

Job Growth: 20

Separations: 10

Male 50% Female 50%

SUPPLY & DEMAND

Employers report it very difficult to find experienced or inexperienced applicants who meet their hiring criteria. Most employers indicated that employment in this occupation grew during the last year and many employers expect employment to either grow or remain stable over the next 2 years.

Recruitment Methods

Almost all employers recruited applicants for this position via employee referrals and many used newspaper ads to recruit applicants to open positions. Many employers screen applicants for this occupation through DMV checks, reading, math, and aptitude assessment testing and police background checks.

WHERE THE JOBS ARE

	Percent	SIC
Insurance Agents, Brokers	66%	6411
Life Insurance	14%	6311
Fire, Marine, and Casualty Insurance	7%	6311

EMPLOYER REQUIREMENTS

Education/Training

Almost all employers require new hires in this occupation to have completed high school or the equivalent. However, some employers reported that recent new hires have completed a Bachelor's Degree. Many employers indicated that new hires are required to complete some technical or vocational training and should obtain insurance or broker's licensing. Employers reported that recent new hires in this occupation demonstrate excellent cooperation and motivation. Applicants that were not hired were dishonest and showed poor attendance.

Experience

Some employers prefer, but do not require applicants to have an average of 16 months of experience in this occupation prior to hiring. Most employers will accept 21 months of experience in related occupations as a substitute for experience in this occupation. Many employers will also accept 11 months of training as a substitute for experience in many cases.

SKILLS, LICENSES & OTHER REQUIREMENTS

Technical:

- Ability to apply sales techniques
- Ability to interview others for information
- Bondable
- Knowledge of laws/regulations affecting the insurance industry
- Professional telephone sales techniques

Personal:

- Ability to work as part of a team
- Ability to work independently
- Ability to write effectively
- Attention to detail
- Regular use of own reliable vehicle

Basic:

- Ability to follow oral instructions
- Oral communication skills

Other:

- Word-processing skills
- Spreadsheet skills
- Database skills
- Desktop publishing skills
- Ability to learn software specific to the insurance industry

OTHER INFORMATION

Promotional Opportunities

Clerical to Customer Service Rep to Sales Agents to Sales Managers. Many employers reported that they promote into this occupation from lower level positions such as customer service and clerical staff. Almost all employers promote from this occupation to higher-level positions such as sales manager.

DOT Code: TITLE

169.167-050 Special Agent, Group Insurance

239.267-010 Placer

250.257-010 Sales Agent, Insurance

Assessment Codes:

California Occupational Guide #455

Specific Vocational Training: = 3 (30 days to 3 months)

RML

GVNSPQKFMEI

GED N/A APTITUDES N/A

GOE Code: 08.01.02

SOC Code: 41-3021

CIP: 08.1001

O*NET SOC CODE: TITLE

41-3031.02 Sales Agents

SYSTEMS ANALYSTS

ELECTRONIC DATA PROCESSING

OES Code 251020 Q

15 Firms Responding

DESCRIPTION

Systems Analysts, Electronic Data Processing, analyze business, scientific, and technical problems for applications to electronic data processing systems. This does not include persons working primarily as engineers, mathematicians, programmers, or scientists.

WAGES & BENEFITS

WAGES	RANGE	MEDIAN
Union		
New Hires, No Experience	N/A N/A	N/A
New Hires, Experienced	\$18.29-22.81	\$21.48
3 + Yrs Experience with Firm	\$18.82-27.56	\$25.15
Non-Union		
New Hires, No Experience	\$10.68-\$17.26	\$17.09
New Hires, Experienced	\$12.00-\$23.07	\$17.48
3+ Yrs Experience with Firm	\$14.95-\$30.00	\$22.71

Weighted by Employees

Union		
New Hires, No Experience	N/A N/A	N/A
New Hires, Experienced	\$18.29-\$22.81	\$21.48
3 + Yrs Experience with Firm	\$18.82-\$27.56	\$27.56
Non-Union		
New Hires, No Experience	\$10.68-\$17.26	\$17.26
New Hires, Experienced	\$12.00-\$23.07	\$17.00
3+ Yrs. Experience with Firm	\$14.95-\$30.00	\$30.00

Wages for many employees are subject to collective bargaining or union agreement. All employees (100%) work full time and average 41 hours per week.

BENEFITS

Ratio of firms responding

Vacation	15/15
Medical Insurance	15/15
Sick Leave	14/15
Retirement Plan	13/15
Dental Insurance	N/A

Vision Insurance	12/15
Life Insurance	11/15
Child Care	1/15
Other	2/15

Most employers pay the full cost of benefits, while some share the cost of benefits with full-time employees.

EMPLOYMENT TRENDS

Occupational Forecasts 1995-2002

Size, 2002: 460-Medium

Growth Rate (per yr): 6.9%-Much faster than average

Job Growth: 150

Separations: 20

Male 48% Female 52%

SUPPLY & DEMAND

Employers report it very difficult finding experienced and inexperienced applicants who meet their hiring criteria. Almost all employers indicated that employment in this occupation remained stable during the last year and most employers expect employment to remain stable over the next 2 years. Many employers hired within the last 12 months to fill vacancies resulting from promotions within the firm.

Recruitment Methods

Almost all employers recruited applicants to fill vacant positions via newspaper ads. Many employers recruited applicants through in-house promotions and the Internet and some used employee referrals and private employment agencies to recruit applicants to this occupation. Many employers screen applicants for this occupation through police background checks and a few require applicants to pass civil service written and oral exams.

WHERE THE JOBS ARE

	<i>Percent</i>	<i>SIC</i>
Data Processing & Preparation	19%	7374
Savings Institution, Except Federal	12%	6036
Local Government	11%	9030
Federal Government	9%	9010

EMPLOYER REQUIREMENT

Education & Training

Many employers require applicants to this occupation to possess a Bachelor's Degree. However, some employers indicated that they hire persons who have completed either high school or an Associate's Degree. Employers reported that recent new hires in this occupation are excellent in such qualities as honesty, working accurately, cooperation and industriousness. Applicants that were not hired were deficient in attendance and accepting supervision.

Experience

Almost all employers require applicants to have an average of 22 months of experience in this occupation prior to hiring. Some employers will accept 6 to 48 months of experience in related occupations. Many employers require technical or vocational training in computer science and/or database management and will accept 31 months of training as a substitute for experience in this occupation.

SKILLS, LICENSES & OTHER REQUIREMENTS

Technical:

- Ability to analyze processes
- Ability to identify and correct system "bugs"
- Ability to assess the capabilities of hardware and software
- Ability to evaluate the procedures and problems of an organization
- Ability to understand programming languages

Personal:

- Ability to work independently
- Organizational and time management skills
- Ability to work as a team member
- Oral presentation skills

Basic:

- Ability to read and follow instructions
- Ability to follow oral instructions

Other:

- Word processing, spreadsheet and database skills
- Knowledge of specific computer operating systems and programming languages
- Knowledge of geometry, algebra or advanced statistics
- Must be able to prepare business letters or summary reports and to write technical documents, articles, or speeches.

OTHER INFORMATION

Promotional Opportunities

Computer Operator to Computer Programmer to Systems Analyst to Operations Supervisor to Information Systems Manager. Most employers reported that they promote into this occupation from lower level positions such as computer operators/programmers and information systems technicians /specialists. Most promote from this occupation to higher-level positions such as systems operations supervisor and information systems manager.

DOT Code: TITLE
109.067-010 Information Scientist
030.162-014 Programmer Analyst
030.167-014 Systems Analyst

Assessment Codes
California Occupational Guide #81
Specific Vocational Preparation: 7 (2 to 4 years)
RML GVNSPQKFMEC
GED: 545 APTITUDES: 2 2 2 4 4 3 4 4 4 5 5
GOE Code: 11.01.01
SOC: 1712
CIP: 11.0501
O*NET SOC Code: TITLE
N/A

TEACHERS-SPECIAL EDUCATION

OES Code 313110 T

9 Firms Responding

DESCRIPTION

Special Education Teachers teach elementary and secondary school subjects to educationally and physically handicapped students. This includes teachers who specialize and work with audibly and visually handicapped students and those who teach basic academic and life processes skills to the mentally retarded.

WAGES & BENEFITS

WAGES	RANGE	MEDIAN
Union		
New Hires, No Experience	\$18.36-\$24.75	\$21.43
New Hires, Experienced	\$17.86-\$25.86	\$21.43
3 + Yrs Experience with Firm	\$19.05-\$26.99	\$21.43
Non-Union		
New Hires, No Experience	\$12.50-\$32.59	\$22.54
New Hires, Experienced	\$13.24-\$32.59	\$22.91
3 + Yrs Experience with Firm	\$14.06-\$34.58	\$24.32

Weighted by Employees

Union		
New Hires, No Experience	\$18.36-\$24.75	\$21.44
New Hires, Experienced	\$17.86-\$25.86	\$24.75
3 + Yrs Experience with Firm	\$19.05-\$26.99	\$25.64
Non-Union		
New Hires, No Experience	\$12.50-\$32.59	\$12.50
New Hires, Experienced	\$13.24-\$32.59	\$13.24
3 + Yrs Experience with Firm	\$14.06-\$34.58	\$14.06

Most employers (77%) pay wages that are subject to collective bargaining and union agreements. Many employers supplement wages with bonuses ranging from \$.40 to \$1.48 per hour. Almost all employees (96%) are full-time and work an average of 40 hours per week.

BENEFITS

Ratio of firms responding

Vacation	2/8
Medical Insurance	8/8
Sick Leave	8/8
Retirement Plan	8/8
Dental Insurance	8/8
Vision Insurance	8/8
Life Insurance	8/8

Many employers who hire full time employees pay the full cost of benefits for their employees. Most employers who hire part time share the cost of benefits with their employees.

EMPLOYMENT TRENDS

Occupational Forecast 1995-2002

Size, 2002: 540-Large

Growth Rate (per yr): 5%-Much faster than average

Job Growth: 140

Separations: 50

Male 26% Female 74%

SUPPLY & DEMAND

Employers report it very difficult finding experienced and inexperienced applicants who meet their hiring criteria. Most employers indicated that employment in this occupation either grew or remained stable during the last year. Many employers predict that employment in this occupation will either grow or remain stable over the next 2 years. Almost all employers who hired in the last 12 months hired to fill vacancies resulting from the creation of new positions and persons in permanent positions leaving the firm.

Recruitment Methods

Most employers recruited applicants to fill vacant positions via newspaper ads. Many employers used the Internet and/or colleges and universities to recruit applicants to this occupation. Some employers hired walk-in applicants and used school program referrals to fill vacant positions in this occupation. Almost all employers screen applicants for this occupation through

police background checks. Many employers screen applicants through DMV checks and some employers conduct drug testing, medical physicals and reading & math assessment testing to screen applicants to this occupation.

WHERE THE JOBS ARE

	<i>Percent</i>	<i>SIC</i>
Elementary and Secondary Schools	99%	8211

EMPLOYER REQUIREMENTS

Education & Training

All employers reported that they require new hires in this occupation to have completed a Bachelor's Degree. Most employers reported that recent new hires in this occupation show excellent cooperation, grooming, honesty and excellent work. Applicants that were not hired were deficient in speaking clearly.

Experience

Many employers do not require experience, but some employers indicated that they prefer applicants to have acquired 22 months of experience prior to hiring in this occupation. Most employers who prefer experienced applicants would accept 22 months of training in special education as a substitute for experience in this occupation.

SKILLS, LICENSES & OTHER REQUIREMENTS

Technical:

- Record keeping skills
- Classroom management skills
- Ability to plan curriculum
- Possess a credential specifically to teach special education
- Ability to assess self and social skills

Personal:

- Clean police record
- Organization and time management
- Active listening skills
- Ability to work under pressure
- Ability to work as part of a team

Other:

- Word processing, spreadsheet and database skills
- Knowledge of geometry, algebra or advanced statistics
- Must be able to write essays and reports.
- Ability to write technical documents, articles, or speeches

OTHER INFORMATION

Promotional Opportunities

Instructional Aides to Teachers
Special Education to School Administrator. Some employers reported that they promote into this occupation from lower level positions such as instructional aides. Many employers indicated that they promote from this occupation to higher-level positions such as school administrator, director of special education and school principal.

DOT Code: TITLE

094.107-010 Work-Study Coordinator, Special Education

094.224-010 Teacher, Hearing Impaired

094.224-014 Teacher, Physically Impaired

094.224-018 Teacher, Visually Impaired

094.227-010 Teacher, Emotionally Impaired

Assessment Codes

California Occupational Guide #110

Specific Vocational Preparation: 7 (2 to 4 years)

R M L G V N S P Q K F M E C

GED: 5 4 5 APTITUDES 2 2 3 4 4 2 4 4 4 5 5

GOE Code: 10.02.03

SOC Code: 25-2042

CIP Code: 13.1001

O*NET SOC Code: TITLE

25-2042.00 Special Education Teachers

WAITERS & WAITRESSES

OES Code 650080 D

15 Firms Responding

DESCRIPTION

Waiters and Waitresses serve food and/or beverages to patrons at tables. They usually take orders from patrons and make out the check. Their duties may include setting tables with linen and silverware and taking payment from patrons. They may serve customers at counters as well as at tables. This does not include workers who only work at counters.

WAGES & BENEFITS

WAGES	RANGE	MEDIAN
New Hires, No Experience	\$5.75-\$6.00	\$5.75
New Hires, Experienced	\$5.75-\$6.25	\$5.75
3 + Yrs Experience with Firm	\$5.75-\$6.75	\$6.00

Weighted by Employees

New Hires, No Experience	\$5.75-\$6.00	\$5.75
New Hires, Experienced	\$5.75-\$6.25	\$5.75
3 + Yrs Experience with Firm	\$5.75-\$6.75	\$6.25

Almost all employers report that employees earn \$5.75 to \$20.00 per hour in tips. Most employees (67%) work part-time averaging 25 hours per week. Some employees (32%) work full time and average 38 hours per week. Most employers indicated that swing shift is available and few employers reported that the graveyard shift is available for this occupation.

BENEFITS

Ratio of firms responding

	<i>Full-Time</i>	<i>Part-Time</i>
Vacation	5/10	1/13
Medical Insurance	6/10	2/13
Sick Leave	4/10	1/13
Retirement Plan	5/10	1/13
Dental Insurance	5/10	2/13
Vision Insurance	4/10	1/13
Life Insurance	4/10	1/13

Some employers who hire full-time pay the full cost of benefits for their employees and a few share the cost of benefits with their employees. A few employees who hire part-time share the cost of benefits with their employees.

EMPLOYMENT TRENDS

Occupational Forecast 1995-2002

Size, 2002: 2,530-Very Large

Growth Rate (per yr): 4.6%-Much faster than average

Job Growth: 620

Separation: 770

Males 31% Female 69%

SUPPLY & DEMAND

Employers report it very difficult finding experienced applicants and moderately difficult finding inexperienced applicants who meet their hiring criteria. Most employers indicated that employment in this occupation remained stable during the last year and many expect employment to either grow or remain stable over the next 2 years. Almost all employers hired in the last year and most hired to fill vacancies resulting from individuals in permanent positions leaving the firm.

Recruitment Methods

Almost all employers recruited applicants for this occupation via walk-in applicants. Most employers used employee referrals and newspaper ads to recruit applicants to this occupation. A few employers conduct police background checks and reading and math aptitude assessments to screen applicants to this occupation.

WHERE THE JOBS ARE

	<i>Percent</i>	<i>SIC</i>
Eating Places	88%	5812

EMPLOYER REQUIREMENTS

Education & Training

Most employers indicated that they will hire applicants with less than high school, but most employers reported that high school is the actual level of education completed by their most recent new hires. Employers indicated that most recent new hires in this occupation are excellent at grooming and accepting close supervision. Applicants that were not hired demonstrated poor grooming and attendance.

Experience

Some employers reported that they require an average of 13 months of experience in this occupation prior to hiring. Many others prefer experience but do not require it. Many employers who seek experienced applicants will accept 3 to 12 months of experience in hostess, cashier and customer service occupations as a substitute for experience in this occupation. Some employers indicated that they would accept an average of 3 months of training as a substitute for experience.

SKILLS, LICENSES & OTHER REQUIREMENTS

Technical:

- Good memory skills
- Cash handling skills
- Ability to complete credit card transactions
- Ability to operate a cash register (standardized and/or computerized)
- Ability to follow check cashing procedures

Physical:

- Ability to stand for 2 or more hours continuously
- Ability to lift at least 10 pounds repeatedly

Personal:

- Ability to write legibly
- Ability to work as part of a team
- Must show attention to detail
- Ability to interact well with others
- Ability to follow oral instructions
- Good grooming skills

Other:

- Must be able to learn computerized cash register and Point of Sales system.
- Must be able to compute interests and discounts.
- Must be able to write simple sentences.

OTHER INFORMATION

Promotional Opportunities

Bus Person to Host/Hostess to Waiter/Waitress to Supervisor to Manager (Restaurant). Many employers indicated that they promote into this occupation from lower level positions, such as bus person or host/hostesses. Most employers promote from this occupation to higher-level positions such as supervisor or restaurant manager.

DOT Code: TITLE

350.677-030 Waiter/Waitress

311.477-026 Waiter/Waitress Formal

311.477-030 Waiter/Waitress Informal

Assessment Codes

California Occupational Guide #42

Specific Vocational Preparation = 3 (30 days to 3 months)

R M L G V N S P Q K F M E C

GED: 3 2 2 APTITUDES: 3 3 4 4 4 4 4 4 3 4 5

GOE Code: 09.04.01

SOC: 5213

CIP: 12.0507

O*NET SOC Code: TITLE

35-3031.00 Waiters and Waitresses



San Joaquin County

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Stockton, CA 95202
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Stockton, CA 95205
953-7350

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- 939 D St.
Stockton, CA 95205
953-7391
(Center opens at 3 p.m.)

San Joaquin County Occupational Outlook 2001-2002

OCCUPATIONS STUDIED IN 1999



ACCOUNTANTS & AUDITORS

OES Code 211140 T

15 Firms Responding

DESCRIPTION

Accountants and Auditors examine, analyze and interpret accounting records for the purpose of giving advice or preparing statements and installing or advising on systems of recording costs or other financial and budgetary data.

WAGES & BENEFITS

WAGES	RANGE	MEDIAN
Union		
New Hires, No Experience	N/A N/A	N/A
New Hires, Experienced	\$14.80-\$33.52	\$24.12
3+ Yrs. Experience with Firm	\$16.35-\$38.80	\$29.33
Non-Union		
New Hires, No Experience	\$10.65-\$19.18	\$14.00
New Hires, Experienced	\$8.00-\$22.01	\$14.50
3+ Yrs. Experience with Firm	\$10.00-\$24.70	\$17.53

Almost all employees (58%) work full-time at an average of 41 hours per week. Some employees earn wages that are subject to collective bargaining or union agreements.

BENEFITS

Ratio of firms responding

Vacation	15/15
Medical Insurance	14/15
Sick Leave	14/15
Retirement Plan	14/15
Dental Insurance	13/15
Vision Insurance	11/15
Life Insurance	13/15

Almost all employers pay the full cost of most benefits.

EMPLOYMENT TRENDS

Occupational Forecast 1995-2002

Size, 2002: 1,110-Large

Growth Rate (per yr.): 2.1%-Slower than average

Job Growth: 140

Separations: 140

Males 40% Females 60%

SUPPLY & DEMAND

Employers report no difficulty finding experienced or inexperienced applicants who meet their hiring criteria. Most employers indicated that employment in this occupation remained stable during the last year and most employers expect stability over the next 2 years.

Recruitment Methods

Most employers recruited applicants to fill vacant positions via newspaper ads. Some employers filled positions through in-house promotions, employee referrals, colleges and the Internet. Many employers screen applicants for this occupation through drug testing, reading math and aptitude assessment and references from previous employers.

WHERE THE JOBS ARE

	Percent	Sic
Accounting, Auditing & Bookkeeping	10.8%	872
Colleges & Universities	10.7%	603
Local Government	9.2%	903
Savings Institutions	5.7%	603

EMPLOYER REQUIREMENTS

Education & Training

Most employers require new hires in this occupation to have completed 4 years of college and to have obtained a Bachelor's Degree. However, some employers reported that recent new hires have only completed an Associate's Degree. Many employers in this sample indicated that their employees are certified. The Board of Accountancy licenses' and regulates certified public accountants, whether operating as sole practitioners, partnerships, corporations or under fictitious names offering accounting services to the public. For more information call (916) 263-3680.

Experience

Most employers require applicants for this occupation to have an average of 22 months of experience in accounting, bookkeeping or any related field. Employers who prefer experienced applicants will accept 2 to 4 years of training as a substitute for experience in many cases.

SKILLS, LICENSES & OTHER REQUIREMENTS

Technical:

- Ability to manage multiple priorities
- Ability to check the accuracy of figures, calculations and postings
- Ability to compute, classify and record numerical data
- Ability to use accounting software
- Ability to operate IO-key machines by touch

Personal:

- Attention to detail
- Ability to meet deadlines
- Ability to work independently
- Ability to work as part of a team
- Ability to write effectively
- English grammar and spelling skills

Other:

- Spreadsheet skills
- Word processing skills

Database skills

- Knowledge of geometry, algebra and advanced statistics
- Ability to prepare business letters or summary reports

OTHER INFORMATION

Promotional Opportunities

Bookkeeping, Accounting & Auditing Clerk to Accountants & Auditors to Management Controller. Almost all employers reported that they promote into this occupation from lower-level positions such as bookkeeper, account clerks and account technicians. Almost all employers promote from this occupation to higher-level positions such as supervising accountant, accounting manager, finance director and principal.

DOT Code: TITLE

160.162-018 Accountant

160.167-054 Auditor

160.162-022 Accountant, Budget

Assessment Codes

California Occupational Guide #1

Specific Vocational Preparation = 8 (4-10 years)

RML G V N S P Q K F M E C

GED: 5 5 5 APPTITUDES: 2 2 2 4 4 2 4 4 4 5 5

GOE Code: 11.06.01

SOC Code: 1412

CIP Code: 52.0301

O*NET SOC Code: TITLE

13-2011.00 Accountants & Auditors

CALL CENTER WORKERS

OES Code 5312309 T

19 Firms Responding

DESCRIPTION

Call center workers place or receive telephone calls on behalf of an organization in order to facilitate sales, provide customer service, answer customer's questions, conduct research, or route calls to other divisions in the organization. They may promote and/or take orders for products or services. They may answer customer inquiries regarding accounts or membership in the organization. They may also receive customer complaints and resolve problems with service, billing or credit. They use computers and other automated equipment to document calls, retrieve information for customers or process orders for products and services. This does not include employees who work primarily as Switchboard Operators or as Dispatchers.

EMPLOYMENT TRENDS

Occupational Forecast 1995-2002*

Size, 2002: 580-Large

Growth Rate (per yr.) 4.7%-Much faster than average

Job Growth: 120

Separations: 30

Males 10% Females 90%

**The occupational forecast information is based on OES Code 5312230-Adjustment Clerks.*

WAGES & BENEFITS

WAGES	RANGE	MEDIAN
New Hires, No Experience	\$5.75- \$10.24	\$7.75
New Hires, Experienced	\$5.85- \$13.27	\$8.66
3+ Yrs. Experience with Firm	\$5.75-\$19.04	\$9.50

Weighted by Employees

New Hires, No Experience	\$5.75- \$10.24	\$7.75
New Hires, Experienced	\$6.25-\$12.00	\$8.83
3+ Yrs. Experience with Firm	\$6.25-\$24.00	\$9.50

Employers who pay at the high end of the scale tend to require more work experience, higher level computer skills, and specialization (i.e. specific industry knowledge) than the average employer of this occupation. Most employees (65%) work full time and average 40 hours per week. Some employers require employees in this occupation to work swing and graveyard shifts. Some firms pay bonuses or commission.

SUPPLY & DEMAND

Employers report some difficulty finding experienced and inexperienced applicants who meet their hiring criteria. Most employers indicated that employment in this occupation grew during the last year and many expected continued growth over the next 2 years.

Recruitment Methods

Most employers recruited applicants to fill vacant positions via newspaper ads and employee referrals. Many employers recruited applicants through in-house promotions and walk-ins. Some employers screen applicants for this occupation drug testing, police background checks and reading, math and aptitude assessments.

BENEFITS

Ratio of firms responding

Vacation	13/14
Medical Insurance	14/14
Sick Leave	13/14
Retirement Plan	13/14
Dental Insurance	13/14
Vision Insurance	10/14
Life Insurance	12/14

Most employers pay the full cost of benefits for full-time employees, while some share the cost of benefits with part-time employees.

WHERE THE JOBS ARE*

	Percent	SIC
Medical Service & Health Insurance	38.5%	632
Public Warehousing & Storage	26.4%	422
Miscellaneous Business Services	7.9%	738
Department Stores	6.0%	531

**This survey found that employers in this occupation are found in a variety of industries. The industries listed above reflect the industries in which more than (1) employer was found in this sample*

EMPLOYER REQUIREMENTS

Education & Training

Almost all employers require new hires in this occupation to have completed high school or the equivalent. Many employers reported that recent new hires in this occupation are excellent in such qualities as cooperation, tolerating stress, and speaking clearly. Some employers reported that applicants who were not hired were deficient in personal grooming, motivation and attendance.

Experience

Many employers require applicants for this occupation to have an average of 15 months of experience in customer service related fields. Almost all employers who require experience do not accept training as a substitute for experience. Few employers who prefer experienced applicants will accept 5 months of training as a substitute for experience.

SKILLS, LICENSES & OTHER REQUIREMENTS

Technical:

- Ability to speak clearly
- Ability to communicate with difficult people
- Customer service skills
- Ability to analyze situations accurately and make decisions quickly
- Ability to type at least 35wpm

Physical:

- Ability to sit continuously for 2 or more hours
- Ability to concentrate for long periods of time

Personal:

- Oral communication skills
- Ability to work well under pressure
- Ability to follow oral & written instructions
- Ability to work as part of a team
- Ability to interact well with others

Other:

- Must have word processing skills.
- Must have database and spreadsheet skills.
- Must be able to add or subtract 2 digit numbers.
- Must be able to multiply and divide and have knowledge of fractions and decimals.
- Must be able to write simple sentences.

OTHER INFORMATION

Promotional Opportunities

Clerical/Data Entry Clerks to Call Center Workers to Customer Service Supervisor/Manager. Some employers reported that they promote into this occupation from lower level positions such as clerical, data entry. Almost all employers promote from this occupation to higher-level positions such as customer service supervisor or team leader.

DOT Code: TITLE:

Not Available

Assessment Codes

California Occupational Guide N/A

Specific Vocational Preparation = N/A

RML GVN SPQK FME C

GED: N/A APPTITUDES: N/A

GOE Code: N/A

SOC Code: N/A

CIP Code: N/A

O*NET SOC Code: TITLE

N/A

CORRECTION OFFICERS & JAILERS

OES Code 630170 T

4 Firms Responding

DESCRIPTION

Correction Officers and Jailers guard inmates in penal or rehabilitative institutions in accordance with established regulations and procedures. They may guard prisoners in transit between jail, courtroom, prison, or other points, traveling by automobile or public transportation, and may be designated deputy guard. This occupation includes Deputy Sheriffs who spend the majority of their time guarding prisoners in county correctional institutions.

WAGES & BENEFITS

WAGES	RANGE	MEDIAN
New Hires, Entry Level:	\$10.54-\$19.62	\$12.87
New Hires, Experienced:	\$10.54-\$19.62	\$12.87
3+ Yrs. Experience with Firm	\$11.59-\$19.62	\$18.61

Almost all employees work full-time and average 40 hours per week. All employees in this sample earn wages that are subject to collective bargaining and union agreements. Most employers require employees in this occupation to work day, swing and graveyard shifts.

BENEFITS

Ratio of firms responding

Vacation	4/4
Medical Insurance	4/4
Sick Leave	0/0
Retirement Plan	4/4
Dental Insurance	4/4
Vision Insurance	4/4
Life Insurance	4/4

Almost all employers pay the full cost of benefits for full-time employees.

SUPPLY & DEMAND

Employers reported great difficulty finding inexperienced applicants who meet their hiring criteria. Many employers indicated that employment in this occupation remained stable or declined during the last year. However, many employers expect growth over the next 2 years.

Recruitment Methods

All employers recruit applicants to fill vacant positions via newspaper ads. Most employers also recruited applicants through colleges/universities and many used employee referrals. All employers screen applicants for this occupation through DMV and police background checks, medical physicals and reading, math and aptitude assessments. Many employers also use drug tests to screen applicants to this position.

EMPLOYMENT TRENDS

Occupational Forecast 1995-2002

Size 2002: 2,020-Very Large

Growth Rate (per yr): 6.6%-Much faster than average

Job Growth: 640

Separations: 170

Males 75% Females 25%

WHERE THE JOBS ARE

	Percent	SIC
State Government, Exc Hosp & Educ	96.9%	902

EMPLOYMENT REQUIREMENTS

Education & Training

Almost all employers report that they require at least a high school diploma or the equivalent for applicants to this position. Some employers indicate that new hires are required to complete some technical or vocational training.

Experience

Some employers indicated that they prefer, but do not require applicants to have 2 months of experience prior to hiring. Employers will accept a few months of training in any law enforcement field as a substitute for experience in some cases.

SKILLS, LICENSES & OTHER REQUIREMENTS

Technical:

- Ability to analyze situations accurately and to react quickly
- Understanding a variety of cultures
- Conflict resolution skills
- Ability to interview others for information
- Ability to use a computer

Physical:

- Ability to pass physical performance tests
- Ability to use physical force in self-defense
- Ability to stand for extended periods of time
- Ability to sit for extended periods of time

Personal:

- Emotional maturity
- Ability to pass a psychological interview
- Ability to read and comprehend information quickly
- Ability to follow oral instructions
- Ability to read and follow written instructions

Other:

Must have word-processing and spreadsheet skills.

Must have knowledge of multiplication, division, decimals and fractions.

Must be able to write simple and complex sentences, essays or reports, business letters, technical documents and articles or speeches

OTHER INFORMATION

Promotional Opportunities

Correctional Officer to Correctional Sergeant, Lieutenant, Captain. Many employers reported that they promote into this occupation from lower level positions such as office assistants. All employers promote from this occupation to positions such as correctional counselor, parole agent, correctional sergeant and captain.

DOT Code: TITLE

372.667-018 Correction Officer

372.677-010 Patrol Conductor

372.367-014 Jailer

Assessment Codes

California Occupational Guide: #220

Specific Vocational Preparation 4 (3 to 6 months)

R M L G V N S P Q K F M E C

GED: 3 2 2 APPTITUDES: 3 3 4 4 3 4 3 5 5

GOE Code: 04.02.01

SOC Code: 5133

CIP Code: 43.0102

O*NET SOC Code: TITLE

33-3012.00 Correction Officers & Jailers

DENTAL ASSISTANTS

OES Code: 660020 D

16 Firms Responding

DESCRIPTION

Dental Assistants assist the dentist at the chair by preparing patients and equipment, keeping records, and performing related duties as required.

WAGES & BENEFITS

WAGES	RANGE	MEDIAN
New Hires, Entry Level:	\$6.00-\$9.25	\$7.00
New Hires, Experienced:	\$6.00-\$10.50	\$9.25
3+ Yrs. Experience with Firm:	\$9.00-\$16.00	\$12.00

Most employees work full time and average 40 hours per week.

A few employees work part time and average 22 hours per week.

BENEFITS

Ratio of firms responding

Vacation	13/13
Medical Insurance	11/13
Sick Leave	13/13
Retirement Plan	6/13
Dental Insurance	9/13
Vision Insurance	5/13
Life Insurance	1/13
Child Care	2/13

Most employers pay the full cost of benefits for full time and part-time employees.

EMPLOYMENT TRENDS

Occupational Forecast 1995-2002

Size, 2002: 560-Large

Growth Rate (per yr.): 4.3%-Much faster than average

Job Growth: 130

Separations: 100

Males 5% Females 95%

SUPPLY & DEMAND

Employers reported some difficulty finding experienced and inexperienced applicants who meet their hiring criteria. Most employers reported that employment in this occupation remained stable during the last year and most expected employment in this occupation to remain stable over the next two years. Most employers in this occupation hired in the last year and most hired to fill vacancies resulting from people in permanent positions leaving the employer.

Recruitment Methods

Almost all employers recruit applicants to fill vacant positions through newspaper ads. Many also use employee referrals.

WHERE THE JOBS ARE

	<i>Percent</i>	<i>SIC</i>
Offices & Clinics of Dentists	86.6%	802

EMPLOYER REQUIREMENTS

Education & Training

Almost all employers report that they require at least a high school diploma or the equivalent for applicants to this position. Most employers require applicants to this occupation to possess a Registered Dental Assistant (RDA) Certificate and/or an X-Ray certificate prior to employment. Prerequisites for an RDA include either graduation from a board approved dental assistant program or 18 months on-the-job training. For more information call the Board of Dental Examiners at (916) 263-2300.

Experience

Many (55%) employers indicated that they require applicants to have an average of 12 months of experience in this occupation prior to hiring; many others do not require, but prefer an average of 12 months of experience. Some employers indicated that they would accept training in lieu of experience.

SKILLS, LICENSES & OTHER REQUIREMENTS

Technical:

- Ability to prepare patients for examination or treatment
- Ability to make sure patients are relaxed and comfortable
- Knowledge of AD, OSHA & CDC recommended infection control procedures
- Possession of a Registered Dental Assistant (RDA) certificate
- Possession of a Radiation Safety certificate

Physical:

- Ability to perform routine, repetitive work

Personal:

- Ability to work independently

OTHER INFORMATION

Promotional Opportunities

Dental Assistant/Registered Dental Assistant to Officer Manager/Clinic Coordinator. Most employers reported that they do not promote into this occupation from lower level positions. Many employers promoted from this occupation to higher-level positions such as clinical coordinator or office manager or from dental assistant to registered dental assistant upon receiving the RDA license.

DOT Code: TITLE
079.361-018 Dental Assistants

Assessment Codes
California Occupational Guide: #27
Specific Vocational Preparation: 6 (12 to 24 months)
RML G V N S P Q K F M E C
GED: 4 3 4 Aptitudes: 3 3 3 4 3 3 4 3 3 4 4
GOE Code: 10.03.02
SOC Code: 5232
CIP Code: 51.0601
O net soc code: Title
31-9091.00 Dental Assistant

DISPATCHERS

EXCEPT FIRE, POLICE & AMBULANCE

OES Code 580050 Q

16 Firms Responding

DESCRIPTION

Dispatchers schedule and dispatch workers, work crews, equipment, or service vehicles for conveyance of materials, freight, or passengers, or for normal installation, service, or emergency repairs rendered outside the place of business. Their duties may include the use of radios and/or telephones to transmit assignments and compile statistics and reports on the progress of work. Does not include, Police, Fire, and Ambulance Dispatchers.

WAGES & BENEFITS

WAGES	RANGE	MEDIAN
New Hires, Entry Level:	\$5.75-\$13.36	\$8.63
New Hires, Experienced:	\$5.75-\$19.23	\$11.74
3+ Yrs. Experience with Firm:	\$7.00-\$21.63	\$13.44

Weighted by Employees

New Hires, Entry Level:	\$7.00-\$11.25	\$8.65
New Hires, Experienced:	\$8.15-\$14.61	\$13.00
3+ Yrs. Experience with Firm:	\$11.25-\$18.88	\$14.69

Most employees (65%) earn wages found under the section "weighted by employees." A few employees earn wages that are subject to collective bargaining or union agreements. Almost all employees (90%) are full-time, working on average 46 hours per week. Some employers require employees in this occupation to work swing and graveyard shifts.

BENEFITS

Ratio of firms responding

Vacation	11/16
Medical Insurance	16/16
Sick Leave	11/16
Retirement	10/16
Dental Insurance	14/16
Vision Insurance	11/16
Life Insurance	15/16

Most employers pay the full cost of benefits for full time employees. Many employers share the cost of benefits with full time employees.

EMPLOYMENT TRENDS

Occupational Forecast 1995-2002

Size, 2002: 380-Medium

Growth Rate (per yr.):

2.7%-Average

Job Growth: 60

Separations: 30

Males 75% Females 25%

SUPPLY & DEMAND

Employers indicated no difficulty finding inexperienced and great difficulty finding experienced workers. Most employers reported that employment in this occupation remained stable during the last year, but some indicated that employment grew. Most employers expect employment to remain stable over the next 2 years while some expect employment to grow.

Recruitment Methods

Almost all employers in this sample recruited applicants to fill vacant positions via newspaper ads. Most filled vacant positions through in-house promotions and many used employee referrals to recruit applicants. Almost all employers screen applicants to this position through drug testing. Many employers reported that they also screen applicants through DMV checks, police background checks, and medical physicals.

WHERE THE JOBS ARE

	<i>Percent</i>	<i>SIC</i>
Trucking & Courier Services Ex Air	42.8%	421
New & Used Car Dealers	11.5%	551
Miscellaneous Business Services	5.2%	738
Business Associations	5.2%	861

EMPLOYER REQUIREMENTS

Education & Training

Almost all employers require applicants to this position to have completed high school or the equivalent.

Experience

Some employers require, and many do not require but prefer, prior experience in this occupation. Of those who prefer or require prior experience, many will accept experience in related occupations as a substitute.

SKILLS, LICENSES & OTHER REQUIREMENTS

Technical:

- Telephone skills
- Ability to coordinate deliveries & service calls
- Ability to type at least 30 words per minute
- Map reading skills
- Knowledge of local streets

Physical:

- Ability to perform routine and repetitive work

Personal:

- Willingness to work with close supervision
- Ability to handle crisis situations
- Willingness to work nights
- Valid drivers license
- Ability to write legibly
- English grammar & spelling skills

Other:

- Must have word processing skills

Must have spreadsheet skills

Must be able to multiply, divide and have knowledge of fractions and decimals

Must be able to write simple sentences.

Must be able to prepare business letters or summary reports.

OTHER INFORMATION

Promotional Opportunities

Truck Driver/Warehouse Worker/General Office to Dispatcher to Team Leader/Operations Manager. Most employers indicated that they promote into this occupation from lower level positions such as truck driver, warehouse and general office worker. Most employers reported that they promote from this occupation to higher-level positions team leader and operations manager.

DOT Code: TITLE
215.367-018 Taxicab Coordinator
239.167-014 Dispatcher
952.167-010 Dispatcher, Service or Work
249.367-070 Routing Clerk

Assessment Codes
California Occupational Guide: N/A
Specific Vocational Preparation: 7 (2-4 years)
RML G V N S P Q K F M E C
GED: 4 3 3 APTITUDES: 3 3 3 3 4 I 4 4 4 5 4
GOE Code: 07.04.05
SOC Code: 4751
CIP Code: 52.0401
O*NET SOC Code: TITLE
43-5032.00 Dispatchers

EDUCATIONAL ADMINISTRATORS

OES Code 150050 T

15 Firms Responding

DESCRIPTION

Education Administrators plan, organize, direct, control, or coordinate the educational activities of colleges, universities, vocational, technical, post-secondary, secondary, or elementary schools. Includes administrators of separate training and instructional organization (or programs) in private business or other agencies.

WAGES & BENEFITS

WAGES	RANGE	MEDIAN
New Hires, Entry Level:	\$23.64-\$28.52	\$24.97
New Hires, Experienced:	\$9.52-\$38.36	\$24.47
3+ Yrs. Experience with Firm:	\$10.00-\$45.55	\$29.75
<i>Weighted by Employees</i>		
New Hires, Entry Level:	\$23.64-\$28.52	\$24.50
New Hires, Experienced:	\$19.80-\$33.73	\$24.64
3+ Yrs. Experience with Firm:	\$26.97-\$36.86	\$35.76

Most employees (65%) in this sample earn wages found under the section "weighted by employees" and almost all employees (95%) work full-time and average 44 hours per week. Most employers (60%) do not hire employees without experience in this occupation.

BENEFITS

	<i>Ratio of firms responding</i>
Vacation	13/15
Medical Insurance	14/15
Sick Leave	14/15
Retirement Plan	12/15
Dental Insurance	14/15
Vision Insurance	12/15
Life Insurance	8/15
Child Care	2/15

Most employers pay the full cost of benefits for full- and part-time employees. Many employers share the cost of benefits with employees.

EMPLOYMENT TRENDS

Occupational Forecast 1995-2002

Size, 2002: 570-Large

Growth Rate (per yr.):

2.7%-Average

Job Growth: 90

Separations: 100

Males 50% Females 50%

SUPPLY & DEMAND

Employers reported difficulty finding fully experienced applicants who meet their hiring criteria. Most employers indicated that employment in this occupation remained stable during the last year and most expect stability over the next 2 years. Most employers hired in this occupation in the last year either to fill positions resulting from growth or to replace individuals who were either promoted or left the firm.

Recruitment Methods

Many employers recruited applicants to fill vacant positions through newspaper ads, in house promotions, trade journals, and college/universities. Some employers filled positions through the Internet. Many employers screen applicants for this occupation through police background checks. Some employers conduct drug testing and medical physicals to screen applicants.

WHERE THE JOBS ARE

	<i>Percent</i>	<i>SIC</i>
Elementary & Secondary Schools	78.6%	821

EMPLOYER REQUIREMENTS

Education & Training

Most employers require new hires in this occupation to have completed graduate school, although some require only a Bachelor's Degree.

Experience

Most employers (60%) indicated that they require an average of 3 years of work experience in this occupation when hiring applicants. Many employers (40%) reported that they do not require, but prefer experience in applicants for this occupation. Some employers who require experience in this occupation will accept 4 years of experience in related occupations as a substitute. Some employers will also accept training (i.e. administrative services credential) in lieu of experience.

SKILLS, LICENSES & OTHER REQUIREMENTS

Technical:

- Willingness to work extended hours, including nights, holidays & weekends
- Willingness to travel
- Leadership skills
- Ability to manage multiple priorities
- Supervisory skills

Personal:

- Ability to work well with others
- Ability to work independently
- Ability to work under pressure
- Verbal presentation skills
- Oral communication skills

OTHER INFORMATION

Promotional Opportunities

Teachers/Administrative Personnel to Education Administrators to Assistant Superintendent/Administrative Director. Most employers reported that they promote into this occupation from lower level positions such as teachers and other administrative personnel. Many employers promote from this occupation to higher-level positions such as assistant superintendents and administrative director.

DOT Code: TITLE

090.117-010 Academic Dean
 090.167-010 Dept. Head, College or University
 090.117-018 Principal
 099.117-030 Director, Education

Assessment Codes

California Occupational Guide: N/A
 Special Vocational Preparation: 9 (over 10 years)
 RML G V N S P Q K F M E C
 GED: 5 3 5 APPTITUDES: 2 2 2 4 4 3 4 4 4 5 5
 GOE Code: 11.07.03
 SOC Code: 1282
 CIP Code: 13.0401
 O*NET SOC Code: TITLE
 11-9032.00 Educational Administrators

FIREFIGHTERS

OES Code 630080 Q

12 Firms Responding

DESCRIPTION

Firefighters control and extinguish fires, protect life and property, and maintain equipment as paid volunteers or employees of city, township, State, or Federal government.

WAGES & BENEFITS

WAGES (MONTHLY) *	RANGE	MEDIAN
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Weighted by Employers

Entry Level, No Experience:	\$1,387-\$2,905	\$2,134
Experienced, New to Firm:	\$1,387-\$2,995	\$2,120
3+ Yrs. Experience with Firm:	\$1,473-\$3,375	\$2,462

*Most wages at the high end of the range are subject to collective bargaining or union agreements. Almost all employees in this sample are considered full-time employees and work 24-hours per shift rotations. The standard work week consists of three successions of "1 day on, 1 day off" and then 4 days off.

BENEFITS

Ratio of Firms responding

Vacation	12/12
Medical Insurance	11/12
Sick Leave	12/12
Retirement Plan	10/12
Dental Insurance	9/12
Vision Insurance	8/12
Life Insurance	8/12

Most employers pay the full cost of benefits, while some share the cost of benefits with full time employees.

EMPLOYMENT TRENDS

Occupational Forecast 1995-2002

Size, 2002: 410-Medium

Growth Rate (per yr.): 2.0%-Slower than average

Job Growth: 50

Separations: 110

Males 95% Females 5%

SUPPLY & DEMAND

Employers report no difficulty finding experienced and inexperienced applicants who meet their hiring criteria. Almost all employers indicated that employment in this occupation remained stable during the last year and most predict that it will remain stable over the next two years. Most employers hired to fill vacant positions during the last year and report that many vacancies resulted from employees leaving permanent positions.

Recruitment Methods

Most employers recruited applicants to fill vacant positions via newspaper ads. Many employers recruited through employee referrals and in-house promotions. Almost all employers conduct medical physicals to screen applicants for this occupation. Almost all employers also conduct drug tests and DMV background checks.

WHERE THE JOBS ARE

	Percent	SIC
Local Government, Excluding Hospital & Education	93.8%	903

EMPLOYER REQUIREMENTS

Education & Training

Almost all employers require new hires in this occupation to complete high school or the equivalent and many reported that applicants are required to complete 12 months of technical training. Almost all employers require applicants to obtain EMT, CPR and Firefighter certifications.

Experience

Some employers indicated that they either require or prefer applicants to have an average of 25 months of experience in this occupation prior to hiring. Many employers will accept 12 months of experience in related occupations as a substitute.

SKILLS, LICENSES & OTHER REQUIREMENTS

Technical:

Emergency Medical Technician certification:
Firefighters I Certification
Proficiency in the use of firefighting and rescue equipment

Physical:

Ability to pass a pre-employment medical exam
Ability to pass physical performance tests
Agility and coordination
Ability to lift 90 lbs (Employer Average)
Good vision

Personal:

Valid CA drivers license
Clean police record
Ability to follow oral instructions
Clean DMV record
Ability to think logically

Other:

Must have word processing skills.
Must have knowledge of multiplication, division, decimals and fractions.
Must be able to write essays or reports.

OTHER INFORMATION

Promotional Opportunities

Firefighter Volunteers/Reserve Firefighters/Cadets to Firefighters to Captain Chief. Many employers reported that they promote into this occupation from lower-level positions such as firefighter volunteers, reserved firefighters and firefighter cadets. Almost all employers promote from this occupation to higher-level positions such as firefighter engineer, captain and chief.

DOT Code: TITLE

373.364-010 Fire Fighter

373.663-010 Fire Fighter-Fire, Crash, Rescue

452.687-014 Forest Fire Fighter

Assessment Codes

California Occupational Guide: #241

Specific Vocational Preparation: =6 (1-2 years)

R M L G V N S P Q K F M E C

GED: 4 2 3 AP TITUDES: 3 3 4 2 4 4 3 4 2 2 3

GOE Code: 04.02.04

SOC Code: 5123

CIP Code: 43.0203

O*NET SOC Code: TITLE

33-2011.00 Firefighters

LEGAL SECRETARIES

OES Code 551020 Q

15 Firms Responding

DESCRIPTION

Legal Secretaries prepare legal papers and correspondence of a legal nature, such as summonses, motions, and subpoenas. They must be familiar with legal terminology, procedures and documents, as well as legal research, and may review law journals and other legal publications to identify court decisions pertinent to pending cases and submit articles to company officials.

WAGES & BENEFITS

WAGES	RANGE	MEDIAN
New Hires, No Experience:	\$7.00-\$12.15	\$9.11
New Hires, Experienced:	\$8.00-\$15.57	\$12.00
3+ Yrs. Experience with Firm:	\$10.00-\$15.57	\$13.84

Weighted by Employees

New Hires, No Experience:	\$9.00-\$11.00	\$9.50
New Hires, Experienced:	\$10.00-\$14.00	\$12.01
3+ Yrs. Experience with Firm:	\$12.00-\$15.19	\$13.92

Most employees (60%) in this sample earn wages found under the section "weighted by employees" and almost all employees (80%) work full-time and average 39 hours per week. Many employers (40%) do not hire without experience. Many employers (40%) offer Christmas or holiday bonuses to employees in this occupation.

BENEFITS

Ratio of firms responding

Vacation	15/15
Medical Insurance	11/15
Sick Leave	15/15
Retirement Plan	9/15
Dental Insurance	8/15
Vision Insurance	0/0
Life Insurance	4/15

Most employers pay the full cost of benefits for full and part time employees. A few employers share the cost of benefits with part time employees.

EMPLOYMENT TRENDS

Occupational Forecast 1995-2002

Size, 2002: 280-Medium

Growth Rate (per yr.): 3.1%-Faster than average

Job Growth (95-02): 50

Separations (95-02): 30

Males 5% Females 95%

SUPPLY & DEMAND

Employers reported great difficulty finding experienced or inexperienced applicants who meet their hiring criteria. Most employers indicated that employment in this occupation remained stable during the last year and most employers expect stability over the next 2 years. Many employers report that vacancies in this occupation over the last 12 months were the result of employees leaving the firm and the creation of new positions within the firm.

Recruitment Methods

Many employers recruited applicants to fill vacant positions through employee referrals and private employment agencies. Some employers filled positions through newspaper ads, school program referrals, colleges/universities and the Legal Secretary's Association. A few employers screen applicants for this occupation through DMV checks, police background checks, typing tests and references from prior employment.

WHERE THE JOBS ARE

	<i>Percent</i>	<i>SIC</i>
Legal Services	95.3%	811

EMPLOYER REQUIREMENTS

Education & Training

Most employers require new hires in this occupation to have completed high school or the equivalent. However, many employers reported that recent new hires have completed an Associate's Degree.

Experience

Most employers (60%) prefer, but do not require applicants for this occupation to have 12 to 36 months of experience in general secretarial work and many (40%) will accept 1 year of training as a substitute for experience. However, many employers (40%) do not hire without experience and most (60%) will not accept training as a substitute for experience.

SKILLS, LICENSES & OTHER REQUIREMENTS

Technical:

Telephone answering skills
 English grammar, spelling & punctuation skills
 Proofreading skills
 Ability to maintain an appointment calendar
 Working knowledge of legal terminology

Physical:

Ability to sit continuously for 2 or more hours

Personal:

Attention to detail
 Ability to work under pressure
 Ability to follow oral instructions
 Ability to write effectively
 Oral communication skills

Other:

Must have word processing skills.
 Must have knowledge of multiplication, division, decimals, and fractions.
 Must be able to write essays or reports.

OTHER INFORMATION

Promotional Opportunities

Receptionist/File Clerk to Legal Secretary. Some employers reported that they promote into this occupation from lower level positions such as receptionist and file clerks. Almost all employers do not promote from this occupation to higher-level positions.

DOT Code: TITLE
 201.362-010 Legal Secretary

Assessment Codes
 California Occupational Guide: #172
 Specific Vocational Preparation: =6 (12 to 24 months)
 R M L G V N S P Q K F M E C
 GED: 4 2 4 APPTITUDES: 2 2 3 4 2 2 2 3 5 4
 GOE Code: 07.01.03
 SOC Code: 4622
 CIP Code: 52.0403
 O*NET SOC Code: TITLE
 43-6012.00 Legal Secretaries

LICENSED VOCATIONAL NURSES

OES Code 325050 T

15 Firms Responding

DESCRIPTION

Licensed Vocational Nurses care for ill, injured, convalescent, and handicapped persons in hospitals, clinics, private homes, sanitariums and similar institutions.

WAGES & BENEFITS

WAGES	RANGE	MEDIAN
New Hires, Entry Level:	\$10.00- \$16.00	\$13.75
New Hires, Experienced:	\$12.43-\$15.38	\$14.50
3+ Yrs. Experience with Firm:	\$13.05-\$18.00	\$16.00

Weighted by Employees

New Hires, Entry Level:	\$10.00-\$15.00	\$11.84
New Hires, Experienced:	\$14.00-\$15.00	\$14.03
3+ Yrs. Experience with Firm:	\$14.00-\$16.50	\$14.50

Most (80%) of the employees earn wages found under the section "weighted by employees". Most employees (65%) work full-time and average 40 hours per week. Some employees (25%) are part-time and average 20 hours per week. Most employers report that employees in this occupation work a variety of shifts including day, swing and graveyard.

BENEFITS

Ratio of firms responding

Vacation	13/15
Medical Insurance	15/15
Sick Leave	13/15
Retirement Plan	8/15
Dental Insurance	14/15
Vision Insurance	10/15
Life Insurance	11/15
Child Care	2/15

Many (50%) employers pay the full cost of benefits and some (35%) share the cost of benefits for full-time employees. Most employers who offer part-time benefits share the cost of benefits with their employees.

EMPLOYMENT TRENDS

Occupational Forecast 1995-2002

Size, 2002: 1,290-Very Large

Growth Rate (per yr.): 210

Separations: 150

Males 5% Females 95%

SUPPLY & DEMAND

Employers report great difficulty finding experienced applicants and some difficulty finding inexperienced applicants who meet their hiring criteria. Most employers indicated that employment in this occupation remained stable during the last year and most expect employment to remain stable over the next two years. Most employers hired in the last year and most new employees were hired to fill vacancies resulting from individuals in permanent positions leaving the firm.

Recruitment Methods

Most employers recruited applicants for this occupation through employee referrals, newspaper ads and through walk-in applicants. Many employers screen applicants to this occupation through police background checks and drug testing.

WHERE THE JOBS ARE

	<i>Percent</i>	<i>SIC</i>
Hospitals	42.3%	806
Nursing & Personal Care Facilities	36.6%	805

EMPLOYER REQUIREMENTS

Education & Training

Employers report that they require at least a high school diploma (45%) or Associate's Degree (55%) for applicants in this occupation. However, almost all employers (75%) reported that their most recently hired applicants possess an Associate's Degree. Licensing is required to work in this occupation. For more information call the Board of Vocational Nurse and Psychiatric Technician Examiners @ (916) 263-7800.

Experience

Many employers reported that an average of 12 months of prior experience was required in applicants for this occupation. Many other employers reported that experience was preferred but not required. Most employers who require experience will not accept training as a substitute for experience.

SKILLS, LICENSES & OTHER REQUIREMENTS

Technical:

- Ability to administer injections
- Ability to administer medicine
- Ability to detect complications with patient
- Ability to keep medical charts
- Ability to take vital signs

Physical:

- Ability to follow oral instructions
- Ability to handle crisis situations
- Ability to read and follow written instructions
- Ability to work as part of a team
- Ability to work under pressure

Other:

- Must have knowledge of multiplication, division, fractions and decimals.
- Must be able to write complex sentences and compose paragraphs.

OTHER INFORMATION

Promotional Opportunities

Nurse Aide/Certified Nursing Assistant to Licensed Vocational Nurse to Registered Nurse. Many employers reported that they promote into this occupation from lower level positions such as C.N.A provided that persons obtain further education and become licensed. Most employers promote from this occupation to higher-level positions such as RN provided the applicant possesses the appropriate license.

DOT Code: TITLE

079.374-014 Nurse, Licensed Practical

Assessment Codes

California Occupational Guide: #313

Specific Vocational Preparation: =6 (1-2 years)

R M L G V N S P Q K F M E C

GED: 4 3 4 APTITUDES: 3 3 4 3 3 3 3 3 4 4

GOE Code: 10.02.01

SOC Code: 3660

CIP Code: 51.1613

LOAN OFFICERS & COUNSELORS

OES Code 211080 Q

15 Firms Responding

DESCRIPTION

Loan officers and Counselors evaluate, authorize, or recommend approval of commercial or real estate loans and credit loans or advise borrowers on financial status and methods of payments. This includes occupations such as Mortgage Loan Officers or Agents, Collection Analysts, and Loan Servicing Officers.

WAGES & BENEFITS

WAGES	RANGE	MEDIAN
New Hires, Entry Level:	\$8.65-\$13.70	\$12.66
New Hires, Experienced:	\$8.00-\$28.82	\$18.50
3+ Yrs. Experience with Firm:	\$10.00-\$43.23	\$23.07

Weighted by Employees

New Hires, Entry Level:	\$7.50-\$8.41	\$8.66
New Hires, Experienced:	\$9.61-\$18.50	\$12.60
3+ Yrs. Experience with Firm:	\$10.00-\$28.85	\$15.28

Most employees (75%) earn wages found under the section "weighted by employees". A few employees earn wages that are subject to collective bargaining or union agreements. Almost all employees (95%) work day shift. However, a few employees work swing shift.

BENEFITS

Ratio of firms responding

Vacation	12/15
Medical Insurance	15/15
Sick Leave	11/15
Retirement Plan	12/15
Dental Insurance	15/15
Vision Insurance	13/15
Life Insurance	9/15

Almost all employers pay the full cost of benefits for full-time employees.

EMPLOYMENT TRENDS

Occupational Forecast 1995-2002

Size, 2002: 250-Small

Growth Rate (per yr.): 1.24%-

Slower than average

Job Growth: 20

Separations: 30

Males 50% Females 50%

SUPPLY & DEMAND

Employers report great difficulty finding experienced applicants and some difficulty finding inexperienced applicants who meet their hiring criteria. Most employers indicated that employment in this occupation remained stable during the last year, while many reported that employment grew. Most employers expect stability over the next 2 years and some predict that employment will grow.

Recruitment Methods

Most employers recruited applicants to fill vacant positions via employee referrals and newspaper ads. Many employers recruited applicants through in-house promotions or transfers and through professional referrals. Many employers screen applicants for this occupation through police background checks and some employers screen applicants through drug testing, and DMV background checks.

WHERE THE JOBS ARE

	<i>Percent</i>	<i>SIC</i>
Commercial Banks	43.8%	602
Savings Institutions	27.4%	603
Mortgage Bankers & Brokers	11.5%	616

EMPLOYER REQUIREMENTS

Education & Training

Most employers require new hires in this occupation to have completed high school or the equivalent. However, employers reported that recent new hires have completed an Associate's Degree. In addition, some employers require new hires in this occupation to complete 6 to 24 months of training and to obtain state licensing.

Experience

Most employers indicated that they require applicants for this occupation to have 12 to 48 months of work experience in this occupation prior to hiring. Many employers will accept 12 to 48 months of work experience in any financing or banking related occupations as a substitute. Some employers will accept 6 to 24 months of training in finance as a substitute for experience in this occupation.

SKILLS, LICENSES & OTHER REQUIREMENTS

Technical:

- Ability to maintain good customer relations over time
- Ability to interview others for information
- Ability to apply sales techniques
- Ability to maintain accurate financial records
- Ability to prepare, analyze & verify loan applications

Physical:

- Ability to concentrate for long periods of time
- Ability to sit continuously for 2 or more hours

Personal:

- Ability to think logically
- Attention to detail
- Ability to work independently
- Ability to read & comprehend information quickly
- Problem solving skills

Other:

- Must have word processing skills.
- Must have spreadsheet skills.
- Must have database skills.
- Must be able to compute interest, discounts, and to use basic statistics.
- Must be able to write essays or reports.

OTHER INFORMATION

Promotional Opportunities

Teller/Loan Processor/Account Clerk to Loan Officer/Counselor to Financial Manager/Supervisor. Most employers reported that they promote into this occupation from a variety of lower level positions including loan processor, accounts technician, financial services specialist and customer service representative. Almost all employers promote from this occupation to higher-level positions such as senior loan officer and financial manager.

DOT Code: TITLE
186.267-018 Loan Officer

Assessment Codes
California Occupational Guide: #507
Specific Vocational Preparation: =7 (2 to 4 years)
RML GVN SPQKFMEC
GED: 5 4 4 APTITUDES: 2 2 3 4 4 3 4 4 4 5 5
GOE Code: 11.06.03
SOC Code: 1415
CIP Code: 52.0801
O*NET SOC Code: TITLE
13-2072.00 Loan Officers

MACHINISTS

OES Code 891080 Q

15 Firms Responding

DESCRIPTION

Machinists set up and operate machine tools and fit and assemble parts to make or repair metal parts, mechanisms, tools or machines by applying their knowledge of mechanics, shop mathematics, metal properties, and layout machining procedures. They study specifications, such as blueprints, sketches, or descriptions of part to be replaced, and they plan the sequence of operations.

WAGES & BENEFITS

WAGES

	RANGE	MEDIAN
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New Hires, Entry Level:	\$7.00-\$10.58	\$8.00
New Hires, Experienced:	\$8.00-\$17.00	\$12.00
3+ Yrs. Experience with Firm:	\$9.50-\$19.00	\$14.00

Weighted by Employees

New Hires, Entry Level:	\$7.00-\$10.58	\$8.00
New Hires, Experienced:	\$9.50-\$12.50	\$12.00
3+ Yrs. Experience with Firm:	\$12.50-\$18.78	\$15.25

Almost all employees in this sample work for non-union employers and many earn wages found under "weighted by employees." Most employees work full-time and average 40 hours per week.

BENEFITS

Ratio of firms responding

Vacation	15/15
Medical Insurance	14/15
Sick Leave	6/15
Retirement Plan	12/15
Dental Insurance	14/15
Vision Insurance	9/15
Life Insurance	11/15

Almost all employers pay the cost of vacation and either pay or share the cost of the remaining benefits for full-time employees.

EMPLOYMENT TRENDS

Occupational Forecast 1995-2002

Size, 2002: 570-Medium

Growth Rate (per yr.): 1.1%-Slower than average

Job Growth: 40

Separations: 70

Males 95% Females 5%

SUPPLY & DEMAND

Employers reported difficulty finding experienced and inexperienced applicants who meet their hiring criteria. Almost all employers reported that employment in this occupation remained stable during the last year while a few reported that employment grew. Most employers expect stability in this occupation over the next 2 years, but some predict that employment will grow. Some employers in this occupation hired in the last year and most hired to fill vacancies resulting from people in permanent positions leaving the firm.

Recruitment Methods

Most employers recruited applicants to fill vacant positions through newspaper ads. Many recruited by use of employee referrals and applicant walk-ins. Almost all employers screen applicants for this occupation through drug testing. Some employers screen applicants through DMV checks. A few use police background checks to screen applicants.

WHERE THE JOBS ARE

	<i>Percent</i>	<i>SIC</i>
Railroads	10.5%	401
Motor Vehicle Parts & Supplies	9.3%	501
Metals & Minerals Except Petroleum	8.4%	505
Miscellaneous Repair Shops	5.1%	769

EMPLOYER REQUIREMENTS

Education & Training

Almost all employers report that they require at least a high school diploma or the equivalent for applicants to this position. Some employers indicated that new hires are required to complete 48 months of training that will enhance mechanical aptitude.

Experience

Most employers indicated that they require applicants to have an average of 32 months of experience in this occupation prior to hiring. Few employers will accept experience in related occupations as a substitute for experience in this occupation. Many will accept an average of 17 months of training as a substitute for experience in this occupation.

SKILLS, LICENSES & OTHER REQUIREMENTS

Technical:

- Ability to use precision measuring tools
- Ability to use hand tools
- Knowledge of safe equipment operating practices
- Ability to set up machining equipment
- Ability to operate grinders

Physical:

- Ability to lift at least 50 lbs.
- Manual dexterity
- Good vision
- Ability to stand continuously for 2 or more hours
- Hand-eye coordination

Personal:

- Ability to write legibly
- Willingness to work with close supervision
- Problem solving skills
- Ability to furnish own hand tools
- Ability to work under pressure

Other:

Must have database skills.

Must be able to multiply and divide and to possess knowledge of decimals and fractions.

Must be able to write simple sentences.

OTHER INFORMATION

Promotional Opportunities

Production Apprentice to Machinist to Journey-Level Supervisor. Many employers reported that they promote into this occupation from lower level positions such as production helper and machine operators. Some employers promote from this occupation to higher-level positions such as journeymen supervisor.

DOT Code: TITLE
600.280-026 Machinist Apprentice
600.280-022 Machinist
600.280-042 Maintenance Machinist

Assessment Codes
California Occupational Guide: #9
Specific Vocational Preparation: =7 (2-4 years)
RML GVN SPQKFM EC
GED: 4 4 4 APPTITUDES: 2 3 3 2 2 4 3 2 2 5 4
GOE Code: 05.05.07
SOC Code: 6813
CIP Code: 48.0501
O*NET SOC Code: TITLE
51-4041.00 Machinist

MECHANICAL ENGINEERS

OES Code 221350

9 Firms Responding

DESCRIPTIONS

Mechanical Engineers perform a variety of engineering work in the planning and designing of tools, engines, machines, and other mechanically functioning equipment; and oversee installation, operation, maintenance, and repair such equipment, including centralized heat, gas, water, and steam systems. Does not include Sales Engineers

EMPLOYMENT TRENDS

Occupational Forecast 1995-2002

Size, 2002: 160-Small

Growth Rate (per yr.): 2.7%-Average

Job Growth: 30

Separations: 30

Males 95% Females 5%

WAGES & BENEFITS

WAGES	RANGE	MEDIAN
New Hires, No Experience:	\$7.00-\$24.63	\$18.69
New Hires, Experienced:	\$16.82-\$29.76	\$19.23
3+ Yrs. Experience with Firm:	\$18.70-\$33.65	\$24.00

Weighted by Employees

New Hires, No Experience:	\$10.00-\$19.23	\$18.14
New Hires, Experienced:	\$17.00-\$21.63	\$19.23
3+ Yrs. Experience with Firm:	\$20.42-\$28.84	\$23.50

Most employees (75%) earn wages found under the section "weighted by employees." A few employees earn wages that are subject to collective bargaining or union agreements. Almost all employees (95%) are full-time and work 40 hours per week on average.

SUPPLY & DEMAND

Employers report great difficulty finding experienced and inexperienced applicants who meet their hiring criteria. Many employers indicated that employment in this occupation either grew or remained stable during the last year. Many employers predict that employment will grow over the next 2 years and many expect employment to remain stable. Few employers hired to fill vacant positions during the last year and report that most vacancies resulted from the creation of new positions

BENEFITS

Ratio of firms responding

Vacation	8/9
Medical Insurance	9/9
Sick Leave	8/9
Retirement Plan	9/9
Dental Insurance	9/9
Vision Insurance	7/9
Life Insurance	8/9
Child Care	2/9

Most employers share the cost of benefits with full-time employees. However, some employers pay the full cost of benefits for full time employees.

Recruitment Methods

Many employers recruited applicants to fill vacant positions via employee referrals, newspaper ads and colleges/universities. Some employers recruited applicants through in-house promotions, private employment agencies, and the Internet. Almost all employers screen applicants for this occupation through drug testing. Many screen through medical physicals and some conduct police background checks to screen applicants prior to hiring.

WHERE THE JOBS ARE

	<i>Percent</i>	<i>SIC</i>
General Medical & Surgical Hospitals	30%	8062
Help Supply Services	7%	7363
Semiconductors & Related	7%	3674

EMPLOYER REQUIREMENTS

Education & Training

Most employers require new hires in this occupation to complete a Bachelor's Degree.

Experience

Most employers indicated that they do not require, but prefer an average of 29 months of work experience prior to hiring in this occupation. Some employers will accept 24 months of work experience in work involving equipment design and maintenance as a substitute for experience in this occupation. Some employers will accept an average of 26 months of training in mechanical engineering as a substitute for experience.

SKILLS, LICENSES & OTHER REQUIREMENTS

Technical:

- Computer aided design (CAD) skills
- Ability to read blueprints
- Ability to recommend design modifications
- Ability to create blueprints
- Ability to research designs of mechanical systems

Physical:

- Ability to lift at least 35 lbs. (Employer Average)
- Ability to sit continuously for 2 or more hours

Personal:

- Ability to follow oral instructions
- Oral communication skills
- Ability to travel
- Ability to follow written instructions
- Attention to detail

Other:

- Must have spreadsheet skills.
- Must have word processing skills.
- Must have knowledge of geometry, algebra or advanced statistics, calculus and trigonometry.
- Must be able to prepare business letters or summary reports.

OTHER INFORMATION

Promotional Opportunities

Designer/Drafter/Maintenance Engineer to Mechanical Engineer to Management. Many employers reported that they promote into this occupation from lower-level positions such as designer, drafter and maintenance engineers. However, many reported that they do promote from this position to managerial positions.

DOT Code: TITLE

007.061-010 Mechanical Engineer

007.061-022 Mechanical Design Engineer

007.161.022 Mechanical Research Engineer

Assessment Codes

California Occupational Guide: #136

Specific Vocational Preparation: =7 (2-4 years)

R M L G V N S P Q K F M E C

GED: 4 3 3 APPTITUDES: 3 3 3 2 2 4 3 3 2 4 4

GOE Code: 05.05.09

SOC Code: 6179

CIP Code: 46.0401

O*NET SOC Code: TITLE

17-2141.00 Mechanical Engineers

MEDICAL SECRETARIES

OES Code 551050 Q

15 Firms Responding

DESCRIPTION

Medical Secretaries perform secretarial duties utilizing specific knowledge of medical terminology and hospital, clinic, or laboratory procedures. Their duties include taking dictation, and compiling and recording medical charts, reports, and correspondence using a typewriter, as well as preparing and sending bills to patients, or recording appointments.

WAGES & BENEFITS

WAGES	RANGE	MEDIAN
New Hires, No Experience:	\$5.75-\$8.50	\$7.00
New Hires, Experienced:	\$7.00-\$9.50	\$8.00
3+ Yrs. Experience with Firm:	\$8.00-\$12.00	\$9.23

Weighted by Employees

New Hires, No Experience:	\$6.00-\$8.00	\$7.00
New Hires, Experienced:	\$8.00-\$9.50	\$8.25
3+ Yrs. Experience with Firm:	\$9.00-\$12.00	\$10.00

All employees in this sample earn wages found under "weighted by employees." Most employees work full-time and average 40 hours per week. A few employees work part-time and temporary/on call. 95% of the employees in this sample are female.

BENEFITS

Ratio of firms responding

Vacation	14/15
Medical Insurance	13/15
Sick Leave	12/15
Retirement Plans	11/15
Dental Insurance	7/15
Life Insurance	6/15
Vision Insurance	5/15
Child Care	3/15

Most employers pay the full cost of some benefits (Medical, Sick Leave, Vacation) for full-time employees.

EMPLOYMENT TRENDS

Occupational Forecast 1995-2002

Size, 2002: 330-Medium

Growth Rate (per yr.): 2.6%-Average

Job Growth: 50

Separations: 40

SUPPLY & DEMAND

Employers reported great difficulty finding experienced and some difficulty finding inexperienced applicants who meet their hiring criteria. Most employers reported that employment in this occupation remained stable during the last year and some reported that employment grew. Most employers expect stability in this occupation over the next 2 years. Almost all employers in this occupation hired in the last year and most hired to fill vacancies resulting from people in permanent positions leaving the employer.

Recruitment Methods

Almost all employers recruited applicants to fill vacant positions through employee referrals. Most recruited via newspaper ads and some used school program referrals to recruit applicants. Some employers screen applicants for this occupation through reading, math and aptitude assessments. Some employers screen applicants through other methods such as psychological examinations.

WHERE THE JOBS ARE

	<i>Percent</i>	<i>SIC</i>
Offices and Clinics Medical Doctors	60%	8011
General Medical & Surgical Hospitals	13%	8062
Offices and Clinics of Dentists	11%	8021

EMPLOYER REQUIREMENTS

Education & Training

Almost all employers report that they require at least a high school diploma or the equivalent for applicants to this position. Many employers indicated that new hires are required to complete 6 months of medical office training.

Experience

Many employers indicated that they require applicants to have an average of 14 months of experience in this occupation prior to hiring. Most employers will accept experience in related occupations as a substitute for experience in this occupation. Many will accept 5 months of training as a substitute for experience in this occupation.

SKILLS, LICENSES & OTHER REQUIREMENTS

Technical:

- Telephone answering skills
- Record Keeping skills
- Ability to manage multiple priorities
- Proficiency in the use of office equipment and telephone systems
- Ability to follow billing procedures

Physical:

- Ability to perform routine, repetitive work
- Ability to sit for 2 or more hours

Personal:

- Ability to interact well with others
- Ability to work under pressure
- Ability to work independently
- Ability to follow oral instructions
- Organizational & time management

Other:

- Must have word processing skills, Windows knowledge.
- Must have database skills and knowledge of medical software
- Must have spreadsheet skills
- Must be able to multiply and divide and to compute interests, discounts, and use basic statistics.
- Must be able to prepare business letters or summary reports.

OTHER INFORMATION

Promotional Opportunities

Medical-Dental Assistant to Medical Secretary to Office Supervisor Manager. Most employers reported that they promote into this occupation from lower level positions such as receptionists and file clerks. Many employers promote from this occupation to higher-level positions such as medical assistant or billing clerk.

DOT Code: TITLE
201.362-014 Medical Secretary

Assessment Codes
California Occupational Guide: #177
Specific Vocational Preparation: =6 (1-2 years)
RML GVN SPQKFM EC
GED: 4 3 4 APPTITUDES: 2 2 3 4 2 2 2 2 3 5
GOE Code: 07.01.03
SOC Code: 4622
CIP Code: 52.0404
O*NET SOC Code: TITLE
43-6013.00 Medical Secretaries

PERSONNEL, TRAINING & LABOR RELATIONS MANAGERS

OES Code 130050 Q
18 Firms Responding

DESCRIPTION

Personnel, Training and Labor Relations Managers plan, organize, direct, control, or coordinate the personnel, training or labor-relations activities of an organization. Their work involves establishing employer-relations policies; directing the selection, training, and evaluation of employees; administering benefits, safety, and recreation programs; developing wage and salary schedules; coordinating bargaining activities; and advising on labor contract administration.

WAGES & BENEFITS

WAGES	RANGE		MEDIAN
New Hires, No Experience:	N/A	N/A	N/A
New Hires, Experienced:	10.96	\$28.85	\$18.37
3+ Yrs. Experience with Firm:	\$14.00	\$30.77	\$22.79

Weighted by Employees

New Hires, No Experience:	N/A	N/A	N/A
New Hires, Experienced:	\$11.00	\$20.33	\$19.41
3+ Yrs. Experience with Firm:	\$15.58	\$25.64	\$23.55

*Almost all employers in this sampler reported that they do not hire individuals in this occupation without prior experience. Most employees (75%) in this sample earn wages found under the section "weighted by employees" and almost all employees (95%) work full-time and average 45 hours per week. Some employers offer annual bonuses.

BENEFITS

Ratio of firms responding

Vacation	18/18
Medical Insurance	18/18
Sick Leave	17/18
Retirement Plan	18/18
Dental Insurance	18/18
Vision Insurance	16/18
Life Insurance	18/18
Child Care	3/18

Some employers pay the full cost of all benefits, but most pay the full cost of only some benefits (vacation, sick leave and life insurance) and share the cost of the remaining benefits (medical, dental insurance and retirement plans).

EMPLOYMENT TRENDS

Occupational Forecast 1995-2002

Size, 2002: 430-Medium

Growth Rate (per yr.): 2.3%-Slower than average

Job Growth: 60

Separations: 60

Males 30% Females 70%

SUPPLY & DEMAND

Most employers reported some difficulty finding fully experienced applicants who meet their hiring criteria. Most employers indicated that employment in this occupation remained stable during the last year and most expect stability over the next 2 years.

Recruitment Methods

Most employers recruited applicants to fill vacant positions through newspaper ads. Many also used in-house promotions/transfers and employee referrals. Most employer screen applicants for this occupation through drug testing. Many employers also use police background checks and medical physicals (upon accepting position).

WHERE THE JOBS ARE

	<i>Percent</i>	<i>SIC</i>
Local Government	2%	903
Labor Organizations	8.6%	863
Air Transportation, Scheduled	8.6%	451
Savings Institution	5.0%	603

EMPLOYER REQUIREMENTS

Education & Training

Many employers require new hires in this occupation to have completed a Bachelor's Degree, although some require either a Graduate Degree or an Associate's Degree.

Experience

Almost all employers (85%) indicated that they require an average of 4 years of work experience in this occupation when hiring applicants. Some employers who require experience in this occupation will accept 2 years of specific human resource/personnel training as a substitute for experience.

SKILLS, LICENSES & OTHER REQUIREMENTS

Technical:

- Ability to interview others for information
- Ability to communicate with people of various backgrounds
- Understanding of labor relations practices
- Ability to hire and assign personnel
- Knowledge of grievance procedures

Personal:

- Ability to work as part of a team
- Ability to work under pressure
- Oral communication skills
- Ability to motivate others
- Ability to work independently

Other:

- Must have word processing (MS Word) and spreadsheet (MS Excel) skills.
- Must have database skills.
- Must have knowledge of geometry, algebra or advance statistics and the ability to write technical documents, articles or speeches.

OTHER INFORMATION

Promotional Opportunities

Human Resource Assistant/Supervisor to Personnel Training and Labor Relations/Manager to Director/Regional H.R. Manager. Most employers reported that they promote into this occupation from lower level positions. Most employers promote from this occupation to higher-level positions such as human resource assistant/representative or other management positions. Most employers promote from this occupation to higher-level positions such as branch manager, assistant director or regional H.R. manager.

DOT Code: TITLE

166.117-018 Manager, Personnel
 166.167-030 Manager, Employment
 166.167-026 Manager, Education & Training
 166.117-010 Director, Industrial Relations

Assessment Codes

California Occupational Guide: #135
 Special Vocational Preparations: #8 (4-10 years)
 RML G V N S P Q K F M E C
 GED: 5 5 5 APPTITUDES: 1 1 2 3 3 3 4 4 4 5 5
 GOE Code: 11.05.02
 SOC Code: 1230
 CIP Code: 52.1001
 O*NET SOC Code: TITLE
 N/A

PHYSICAL THERAPY AIDES

OES Code 660172 Q

15 Firms Responding

DESCRIPTION

Physical Therapy Aides prepare patients and treatment area for physical therapy treatments and assist Physical Therapists with treatments such as gait training, hydrotherapy, and exercise programs. They transport patients to and from treatment area and assemble and maintain equipment and supplies. They may perform routine clerical and related tasks. They work under continuous on-site supervision of a licensed/registered Physical Therapist.

EMPLOYMENT TRENDS

Occupational Forecast 1995-2002

Size, 2002: 220-Small

Growth Rate (per yr): 4.2%-Much faster than average

Job Growth: 50

Separations: 40

Males 25% Females 75%

WAGES & BENEFITS

WAGES

	RANGE	MEDIAN
New Hires, Entry Level:	\$5.75-\$8.50	\$7.00
New Hires, Experienced:	\$5.75-\$10.19	\$8.00
3+ Yrs. Experience with Firm:	\$6.00-\$12.39	\$8.50

Weighted by Employees

New Hires, No Experience:	\$6.00-\$8.00	\$7.00
New Hires, Experienced:	\$6.50-\$9.00	\$8.00
3+ Yrs. Experience with Firm:	\$8.00-\$12.39	\$8.75

Almost all employees earn wages found under "weighted by employees." Many employees work full-time and average 40 hours per week. Many employees work part-time at an average of 21 hours per week.

SUPPLY & DEMAND

Employers report little difficulty finding inexperienced and no difficulty finding experienced applicants who meet their hiring criteria. Many employers reported that employment in this occupation remained stable during the last year while some reported that employment either grew or declined. Almost all employers expect stability in this occupation over the next 2 years.

Recruitment Methods

Most employers recruited applicants to fill vacant positions through newspaper ads. Many recruited via employee referrals and school program referrals. Some employers screen applicants for this occupation through medical physicals, drug testing and DMV checks.

BENEFITS

Ratio of firms responding

Vacation	12/12
Medical Insurance	12/12
Sick Leave	12/12
Retirement Plan	10/12
Vision Insurance	8/12
Dental Insurance	9/12
Life Insurance	9/12

Some employers pay the full cost of benefits for full time and part time employees. Some employers share the cost of benefits with employees.

WHERE THE JOBS ARE

	<i>Percent</i>	<i>SIC</i>
Offices of Health Practitioners	60%	8049
General Medical & Surgical Hospitals	13%	8062
Skilled Nursing Care Facilities	9%	8051
Offices of Clinics of Chiropractors	8%	8041

EMPLOYER REQUIREMENTS

Education & Training

Almost all employers report that they require at least a high school diploma or the equivalent. Most employers indicated that they do not require persons in this occupation to complete any technical or vocational training.

Experience

Almost all employers indicated that they do not require, but prefer applicants to have an average of 4 months of work experience in this occupation prior to hiring. Most employers will accept experience in related health care occupations as a substitute for experience in this occupation. Most will accept 8 months of training as a substitute for experience in this occupation.

SKILLS, LICENSES & OTHER REQUIREMENTS

Technical:

- Ability to monitor patients during physical therapy treatments
- Ability to instruct patients in therapeutic exercises & activities
- Ability to detect complications in patients
- Ability to motivate others

Physical:

- Ability to perform physical tasks repeatedly

Personal:

- Ability to read and follow written instructions
- Ability to follow oral instructions
- Willing to work with close supervision
- Ability to work as part of a team
- Ability to write effectively

Other:

- Must be able to multiply, divide, write complex sentences and compose paragraphs.

OTHER INFORMATION

Promotional Opportunities

Certified Nurses Assistant to Physical Therapy Aide to Physical Therapy Assistant (Licensed). Most employers reported that they do not promote into this occupation from lower level positions. However, a few indicated that they promote C.N.A.s to physical therapist assistant provided that applicants obtain further training, education and the appropriate license.

DOT Code: TITLE

355-354-010 Physical Therapy Aide

Assessment Codes

California Occupational Guide:

Specific Vocational Preparation: 4

R M L

G V N S P Q K F M E C

GED: 3 2 2 APPTITUDES: N/A

GOE Code: 10.03.02

SOC Code: N/A

CIP Code: N/A

O*NET SOC Code: TITLE

31-2022.00 Physical Therapy Aides

PHYSICAL THERAPY ASSISTANTS

OES Code 660171 Q

10 Firms Responding

DESCRIPTION

Physical Therapy Assistants administer and assist with physical therapy treatment as planned and directed by a Physical Therapist. They administer treatments such as exercise, gait training, massage, whirlpool, and hot packs. They instruct, motivate, and assist patients with learning and improving functional activities. They may record patient treatments and maintain patient records.

WAGES & BENEFITS

WAGES	RANGE	MEDIAN
New Hires, No Experience:	\$7.00-\$16.83	\$13.46
New Hires, Experienced:	\$7.00-\$19.23	\$15.07
3+ Yrs. Experience with Firm:	\$9.00-\$25.00	\$16.62

Almost all employees earn wages found under "weighted by employees." Most employees work full-time and average 40 hours per week. Some employees work part-time at an average of 20 hours per week.

BENEFITS

Ratio of firms responding

Vacation	10/10
Medical Insurance	8/10
Sick leave	9/10
Retirement Plan	7/10
Dental Insurance	6/10
Vision Insurance	7/10
Life Insurance	7/10

Most employers pay the full cost of benefits for full-time and part-time employees. A few employers share the cost of benefits with employees.

EMPLOYMENT TRENDS

Occupational Forecast 1995-2002

Size 2002: 220 -Small

Growth Rate (per yr.): 4.2% - Much faster than average

Job Growth: 50

Separations: 40

Males 20% Females 80%

RECRUITMENT METHODS

Most employers recruited applicants to fill vacant positions through walk-ins. Some recruited via employee referrals and some used colleges/universities to recruit applicants for this position. Many employers screen applicants for this occupation through drug testing and medical physicals. Some employers screen applicants through police background checks.

SUPPLY & DEMAND

Employers reported little difficulty finding experienced and inexperienced applicants who meet the hiring criteria. Many employers reported that employment in this occupation remained stable during the last year while some reported that employment either grew or declined. Many employers expect stability in this occupation over the next 2 years but some predict that employment will grow.

WHERE THE JOBS ARE

	<i>Percent</i>	<i>SIC</i>
Offices of Health Practitioners	41.6%	804
Individual & Family Services	31.4%	832
Hospitals	25.4%	806

EMPLOYER REQUIREMENTS

Education & Training

Almost all employers report that they require at least an Associates degree. All employers indicated that they require persons in this occupation to complete an average of 19 months of technical training in a physical therapy assistant program. Physical Therapy Assistants are licensed through the Physical Therapy Examining Committee for more information call (916) 263-2550.

Experience

Almost all employers indicated that they do not require, but prefer applicants to have an average of 12 months of experience in this occupation prior to hiring. Many employers will except experience in related health care occupations as a substitute for experience in this occupation. Many will accept 14 months of training as a substitute for experience in this occupation.

SKILLS, LICENSES & OTHER REQUIREMENTS

Technical:

- Ability to detect complications in patients
- Ability to instruct patients in therapeutic exercises & activities
- Ability to monitor patients during physical therapy treatments
- Ability to apply transferring techniques moving patients
- Knowledge of anatomy, physiology and neurology

Physical:

- Ability to perform physical tasks repeatedly
- Physical fitness & endurance

Personal:

- Ability to follow oral instructions
- Ability to read and follow written instructions
- Ability to work as part of a team
- Ability to write effectively
- Ability to work independently

Other:

- Word-processing skills
- Able to multiply and divide
- Able to write essays or reports

OTHER INFORMATION

Promotional Opportunities

Physical Therapy Aide to Physical Therapy assistant (w/license) to Physical Therapist (w/license). Many employers reported that they promote into this occupation from lower level positions such as physical therapy aides/technicians. Many employers promote from this occupation to higher-level positions such as registered physical therapists provided that persons obtain further training and education.

DOT Code: TITLE

076.244-010 Physical Therapy Assistant

Assessment Codes

California Occupational Guide:

Special Vocational Preparations: 6

RML GVNSPQKFMEC

GED: 4 3 4 APPTITUDES: N/A

GOE Code: 10.02.02

SOC Code: N/A

CIP Code: N/A

O*NET SOC Code: TITLE

31-2021.00 Physical Therapy Assistant

POLICE PATROL OFFICERS

OES Code 630140

10 Firms Responding

DESCRIPTION

Police Patrol Officers maintain order, enforce laws and ordinances, and protect life and property in an assigned patrol district or beat by performing a combination of such duties as patrolling a specific area on foot or in a vehicle, directing traffic, issuing traffic summonses; investigating accidents; apprehending, arresting and processing prisoners, and giving evidence in court.

WAGES & BENEFITS

WAGES	RANGE	MEDIAN
New Hires, No Experience:	\$12.30-\$19.01	\$15.65
New Hires, Experienced:	\$12.30-\$19.01	\$15.95
3+ Yrs. Experience with Firm:	\$14.95-\$25.41	\$19.07

Almost all employees (95%) work full-time and average 40 hours per week. Almost all employers reported that wages for employees in this occupation are subject to collective bargaining or union agreements and that employees in this occupation work a variety of shifts including day, swing and graveyard.

BENEFITS

Ratio of firms responding

Vacation	10/10
Medical Insurance	10/10
Sick Leave	10/10
Retirement Plan	10/10
Dental Insurance	10/10
Vision Insurance	10/10
Life Insurance	7/10

Many employers pay the full cost of benefits with full time employees. A few employers share the cost of benefits with full time employees

EMPLOYMENT TRENDS

Occupational Forecast 1995-2002

Size 2002: 310-Medium

Growth Rate (per yr): 3.4%-Faster than average

Job Growth: 60

Separations: 80

Males 90% Females 10%

SUPPLY & DEMAND

All employers reported no difficulty finding experienced applicants who meet their hiring criteria. Employers reported difficulty finding inexperienced applicants who meet their hiring criteria. Most employers indicated that employment in this occupation remained stable during the last year, while many reported that employment grew. While many of those hired (55%) in the last year were hired to fill vacancies resulting from people in permanent positions leaving the department, some (30%) were hired to fill vacancies resulting from promotions. Almost all employers expect stability over the next 2 years and some predict that employment will grow.

Recruitment Methods

Almost all employers recruited applicants to fill vacant positions via newspaper ads. Some employers filled positions through employee referrals and many positions were filled by word of mouth, general postings and postings at the police academy. All employers screen applicants for this occupation through drug testing, DMV and police background checks, and medical physicals. Most employers screen through reading, math and aptitude assessments and conduct psychological examinations.

WHERE THE JOBS ARE

	Percent	SIC
Local Government Exc. Hosp. & Educ.	82.4%	903

EMPLOYER REQUIREMENTS

Education & Training

All employers require new hires in this occupation to have completed at least high school. However, almost all employers require persons in this occupation to complete the police academy.

Experience

Most employers prefer, but do not require applicants for this occupation to have experience in law enforcement. Employers who do prefer experienced applicants will accept 12 months of law enforcement training as a substitute for experience in many cases.

SKILLS, LICENSES & OTHER REQUIREMENTS

Technical:

- Ability to analyze situations accurately and to react quickly
- Completion of POST Academy training program
- Understanding of a variety of cultures
- Ability to interview others for information
- Conflict resolution skills

Physical:

- Ability to use physical force in self-defense
- Ability to pass physical performance
- Ability to work in unfavorable weather conditions
- Ability to sit for extended periods of time
- Ability to stand for extended periods of time

Personal:

- Ability to pass psychological interview
- Valid California Drivers license
- Ability to follow oral instructions
- Ability to read and comprehend information quickly
- Ability to read and follow written instructions

Other:

- Must have word processing skills.
- Must have database skills.
- Must have spreadsheet skills.
- Must have knowledge of multiplication, division, and fractions.
- Must be able to write essays or reports. A few employers require persons to write technical documents articles or speeches.

OTHER INFORMATION

Promotional Opportunities

Police Cadet/Patrol Officer to Police Sergeant/Lieutenant to Police Captain/Chief.

Most employers reported that they promote into this occupation from lower level positions such as police cadet/trainee and community service officer. Almost all employers promote from police officer to police sergeant, lieutenant and captain.

DOT Code: TITLE

375.263-014 Police Officer I

375.263-018 State-Highway Police Officer

379.263-014 Public Safety Officer

375.367-010 Police Officer II

Assessment Codes

California Occupational Guide: #457

Special Vocational Preparations: =6 (1-2 years)

R M L G V N S P Q K F M E C

GED: 4 2 3 APPTITUDES: 3 3 4 3 3 3 3 4 3 3 4

GOE Code: 04.01.02

SOC Code: 5132

CIP Code: 43.0107

O*NET SOC Code: TITLE

33-3051.01 Police Patrol Officers

REGISTERED NURSES

OES Code 325020 T

15 Firms Responding

DESCRIPTION

Registered Nurses administer nursing care to ill or injured persons. This group includes administrative, public health, private duty, and surgical nurses. Licensing or registration is required. This does not include Nursing Instructors and Teachers.

WAGES & BENEFITS

WAGES	RANGE	MEDIAN
New Hires, No Experience:	\$14.84-\$26.00	\$18.00
New Hires, Experienced:	\$13.68-\$25.00	\$20.00
3+ Yrs. Experience with Firm:	\$16.00-\$27.00	\$20.50

Weighted by Employees

New Hires, No Experience:	\$14.84-\$20.19	\$17.25
New Hires, Experienced:	\$15.90-\$23.00	\$20.00
3+ Yrs. Experience with Firm:	\$17.50-\$27.00	\$20.00

Almost all employees (95%) earn wages found under the section "weighted by employees." Most employees (65%) work full-time and average 40 hours per week. Some employees (20%) are part-time and average 25 hours per week. Most employers report that employees in this occupation work a variety of shifts including day, swing and graveyard. Many employees wages (55%) in this occupation are subject to collective bargaining or union agreements.

BENEFITS

Ratio of firms responding

Vacation	14/14
Medical Insurance	14/14
Sick Leave	14/14
Retirement Plan	12/14
Dental Insurance	13/14
Vision Insurance	11/14
Life Insurance	10/14

Almost all employers pay the full cost of benefits for full-time and part-time employees.

EMPLOYMENT TRENDS

Occupational Forecast 1995-2002

Size 2002: 2980-Very Large

Growth Rate (per yr): 3.0%-Faster than average

Job Growth: 520

Separations: 260

Males 5% Females 95%

SUPPLY & DEMAND

Employers report some difficulty finding experienced and great difficulty finding inexperienced applicants who meet their hiring criteria. Most employers indicated that employment in this occupation grew during the last year. Most employers expect stability over the next 2 years. Almost all employers hired in the last year and most new hires were to fill vacancies resulting from individuals in permanent positions leaving the firm.

Recruitment Methods

Almost all employers recruited applicants to fill vacant positions via newspaper ads. Most employers used employee referrals to fill positions in this occupation and some filled vacant positions through walk-in applicants. Almost all employers screen applicants for this occupation through medical physicals. Some screen through drug testing, DMV checks, police background checks and reading, math and aptitude assessments.

WHERE THE JOBS ARE

	<i>Percent</i>	<i>SIC</i>
Hospitals	71.5%	806
Nursing & Personal Care Facilities	9.2%	805

EMPLOYER REQUIREMENTS

Education & Training

Almost all employers report that they require at least an Associate's Degree in Nursing for applicants to this position. Licensing is required to work in this occupation. Eligibility for licensing may be acquired through a minimum of two years of community college or completion of a Bachelor's Degree in nursing from an accredited four-year college. For more information call the Board of Registered Nursing at (916) 322-3350.

Experience

Some employers prefer 6 to 12 months of prior work experience in this occupation. Employers who prefer experienced applicants will sometimes accept 12 months of training in nursing or work experience in related occupations.

SKILLS, LICENSES & OTHER REQUIREMENTS

Technical:

- Ability to administer medications and injections
- Ability to assist with medical emergencies
- Ability to record and track patients' progress
- Knowledge of medical terminology
- Ability to assist with treatments and examinations

Physical:

- Ability to stand for prolonged periods
- Ability to lift 45 lbs (Employer Average)

Personal:

- Ability to interact well with others
- Ability to work as part of a team
- Ability to work independently
- Willingness to work flexible hours
- Ability to handle crisis situations

OTHER INFORMATION

Promotional Opportunities

Certified Nursing Assistant (CNA)/ Licensed Vocational Nurse (LVN) Registered Nurse (RN) to Head Charge-Nurse Supervisor of Nursing. Many employers reported that they promote into this occupation from lower level positions such as CNA and LVN provided that persons obtain further education and become licensed. Most employers promote from this occupation to higher-level positions such as RN supervisor or manager, and director of nursing.

DOT Code: TITLE

075.264-010 Nurse Practitioner

075.167-010 Nurse, Supervisor

075.374-014 Nurse, Office

075.374-018 Nurse, Private Duty

Assessment Codes

California Occupational Guide: 29

Specific Vocational Preparations: 8 4-10 years

R M L G V N S P Q K F M E C

GED: 5 5 5 APPTITUDES: 2 2 3 2 2 2 3 3 5 3

GOE Code: 10.02.01

SOC Code: 2900

CIP Code: 51.1605

o*NET SOC Code: TITLE

29-1111.00 Registered Nurses

SALESPERSONS-PARTS

OES Code 490140

15 Firms Responding

DESCRIPTION

Parts Salespersons sell spare and replaceable parts and equipment from behind the counter of an agency, repair shop, or parts store. They determine the make, year, and type of part needed by observing the damaged part or listening to a description of the malfunction. They read a catalogue to find stock number, price, etc., and fill the customer's order from stock. This does not include workers whose primary responsibilities are to receive, store, and issue materials, equipment and other items from stockroom and report them to stock clerks-stock room, warehouse, or storage yard.

EMPLOYMENT TRENDS

Occupational Forecast 1995-2002

Size 2002: 800 Large

Growth Rate (per yr): 6.1%-Much faster than average

Job Growth: 240

Separations: 140

Males 85% Females 15%

WAGES & BENEFITS

WAGES	RANGE	MEDIAN
New Hires, No Experience:	\$6.10-\$10.00	\$7.50
New Hires, Experienced:	7.00-\$14.96	\$10.38
3+ Yrs. Experience with Firm:	\$10.38-\$20.00	\$13.00

Weighted by Employers

New Hires, No Experience:	\$6.25-\$8.07	\$7.00
New Hires, Experienced:	\$8.10-\$13.00	\$10.69
3+ Yrs. Experience with Firm:	\$10.80-\$16.82	\$13.00

All employees in this sample work for non-union employers and most (65%) earn wages found under "weighted by employers." Almost all employees work full-time and average 42 hours per week. A few employees work part-time averaging 26 hours per week.

SUPPLY & DEMAND

Employers report great difficulty finding inexperienced and experienced applicants who meet their hiring criteria. Many employers reported that employment in this occupation either grew or remained stable during the last year. Most employers expect stability in this occupation over the next 2 years.

Recruitment Methods

Most employers recruited applicants to fill vacant positions through in-house promotions or transfers, and employee referrals. Many recruiters via newspaper ads and walk-in applicants. Almost all employers screen applicants for this occupation through drug testing and DMV background checks.

BENEFITS

Ratio of firms responding

Vacation	12/15
Medical Insurance	15/15
Sick Leave	8/15
Retirement Plan	9/15
Dental Insurance	12/15
Vision Insurance	9/15
Life Insurance	8/15

Most employers pay the full cost of benefits for full time employees. Some employers share the cost of benefits with full time employees.

WHERE THE JOBS ARE

	<i>Percent</i>	<i>SIC</i>
Auto & Home Supply Stores	37.8%	553
Machinery Equipment & Supplies	18.7%	508
New & Used Car Dealers	17.3%	551
Motor Vehicles Parts & Supplies	8.3%	501

EMPLOYER REQUIREMENTS

Education & Training

Almost all employers report that they require at least a high school diploma or the equivalent. Most employers indicated that they do not require persons in this occupation to complete any technical or vocational training.

Experience

Many employers indicated that they do not require, but prefer, applicants to have 12-36 months of experience in this occupation prior to hiring. Employers who prefer experience will sometimes accept 12 months of experience in related occupations and/or 9 months of training as a substitute.

SKILLS, LICENSES & OTHER REQUIREMENTS

Technical:

- Customer service skills
- Knowledge of specific products
- Ability to apply sales techniques
- Telephone answering skills
- Understanding of inventory techniques

Physical:

- Ability to stand continuously for 2 or more hours
- Ability to perform routine, repetitive work
- Ability to lift at least 55 lbs. (Employer Average)

Personal:

- Ability to follow oral instructions
- Oral communication skills
- Ability to read and follow written instructions
- Ability to work as part of a team
- Ability to work under pressure

Other:

Must be able to compute interest, discounts, and use bank statistics.

Must be able to write simple sentences.

OTHER INFORMATION

Promotional Opportunities

Shipping & Receiving/Warehouse Worker to Salesperson-Parts to Outside Sales/Sales Management. All employers reported that they promote into this occupation from lower level positions such as warehouse worker, shipping & receiving. Almost all employers indicated that they promote higher-level positions such as outside salespersons and sales managers.

DOT Code: TITLE

279.357-062 Salesperson, Parts

277.357-050 Salesperson, Photo, Supplies

Assessment Codes

California Occupational Guide: #237

Specific Vocational Preparations: 5 (6 months 1 year)

RML G V N S P Q K F M E C

GED: 4 3 3 APPTITUDES: 3 3 3 4 4 3 4 3 4 5 4

GOE Code: 08.02.03

SOC Code: 4367

CIP Code: 08.1203

O*NET SOC Code: TITLE

41-2022.00 Salespersons - Parts

SHERIFFS & DEPUTY SHERIFFS

OES Code 630320

1 Firm Responding

DESCRIPTION

Sheriffs and Deputy Sheriffs enforce law and order in rural or unincorporated districts or serve districts or serve legal processes of courts. They may patrol courthouse, guard court or grand jury, or escort defendants. This does not include Deputy Sheriffs who spend the majority of time guarding prisoners in county correctional institutions.

WAGES & BENEFITS

WAGES

MEDIAN

New Hires, No Experience:	\$17.31
New Hires, Experienced:	\$17.31
3+ Yrs. Experience with Firm:	\$21.92

All wages are subject to collective bargaining or union agreement. All employees in this sample are full time and work 40-hours per week. Employees work either day, swing or graveyard shifts.

BENEFITS

Ratio of firms responding

Vacation	1/1
Medical Insurance	1/1
Sick Leave	1/1
Retirement Plan	1/1
Dental Insurance	1/1
Vision Insurance	1/1
Life Insurance	1/1

This employer pays the full cost of benefits for full-time employees.

EMPLOYMENT TRENDS

Occupational Forecast 1995-2002

Size, 2002: 290-Medium

Growth Rate (per yr.): 3.7% -
Faster than average

Job Growth: 60

Separations: 40

Males 80% Females 20%

SUPPLY & DEMAND

This employer reported great difficulty finding inexperienced applicants and no difficulty finding experienced applicants who meet their hiring criteria. The employer indicated that employment in this occupation declined during the last year and predicts that it will remain stable over the next two years.

Recruitment Methods

This employer recruits applicants to fill vacant positions via newspaper ads, employee referrals and walk-in applicants. This employer reported that recent new hires in this occupation are excellent in such qualities as cooperation, punctuality, attendance and accepting supervision. This employer conducts DMV checks, and police background checks, medical physicals, and reading, math and aptitude assessments.

WHERE THE JOBS ARE

	<i>Percent</i>	<i>SIC</i>
Local Gov.	100%	903

EMPLOYER REQUIREMENTS

Education & Training

This employer requires new hires in this occupation to complete high school or the equivalent and reported that they prefer applicants to complete the P.O.S.T. Academy.

Experience

This employer prefers, but does not require applicants to have experience in this occupation prior to hiring.

SKILLS, LICENSES & OTHER REQUIREMENTS

Technical:

- Completion of POST Academy training program
- Ability to administer emergency first aid
- Ability to analyze situations accurately and to react quickly
- Ability to interview others for information

Physical:

- Ability to pass physical performance
- Ability to sit for extended periods of time
- Ability to stand for extended periods of time
- Ability to use physical force in self-defense
- Ability to work in unfavorable weather conditions

Personal:

- Ability to pass psychological interview
- Clean DMV record
- Clean police record
- Valid California Drivers license
- Ability to handle crisis situations

Other:

- Perform geometry, algebra, or advanced statistics
- Prepare business letters or summary reports

OTHER INFORMATION

Promotional Opportunities

Sheriffs to Deputy Sheriff to Sergeant to Lieutenant to Captain. This employer reported that they promote from this occupation to higher level positions such as sergeant, lieutenant and captain.

DOT Code: TITLE

377.263-010 Sheriff, Deputy
 377.363-010 Deputy Sheriff, Grand Jury
 377.667-014 Deputy Sheriff, Building Guard
 377.667.018 Deputy Sheriff, Civil Division

Assessment Codes

California Occupational Guide: #457
 Special Vocational Preparations: =5 (6-12 months)

GVN S P Q K F M E C
 GED: 3 2 3 APPTITUDES: 3 3 4 4 3 3 3 4 3 3 5
 GOE Code: 04.01.02
 SOC Code: 5134
 CIP Code: 43.0107
 O*NET SOC Code: TITLE
 33-3051.03 Sheriffs & Deputy Sheriffs

TEACHERS,

ELEMENTARY SCHOOL

OES Code 313050 T

15 Firms Responding

DESCRIPTION

Elementary School Teachers teach elementary (kindergarten through eighth grade) pupils in public or private schools basic academic, academic, social, and other formative skills. This does not include special education teachers who teach only handicapped pupils.

WAGES & BENEFITS

WAGES	RANGE	MEDIAN
Union		
New Hires, Entry level:	\$15.55-\$27.11	\$21.98
New Hires, Experienced:	\$15.55-\$35.90	\$24.30
3+ Yrs. Experience with Firm:	\$18.88-\$31.74	\$27.69
Non-Union		
New Hires, Entry Level:	\$13.88-\$23.43	\$17.65
New Hires, Experienced:	\$13.88-\$26.25	\$17.90
3+ Yrs. Experience with Firm:	\$15.97-\$27.77	\$21.78

Almost all wages for employees (90%) are subject to a collective bargaining or union agreement. Almost all employees in this sample are full-time and work between 34 and 39 hours per week.

BENEFITS

Ratio of firms responding

Vacation	8/15
Medical Insurance	15/15
Sick Leave	14/15
Retirement Plan	13/15
Dental Insurance	15/15
Vision Insurance	14/15
Life Insurance	5/15

Most employers pay the full cost of benefits for full-time employees, while some share the cost of benefits.

EMPLOYMENT TRENDS

Occupational Size 1995-2002

Size 2002: 3,330-Very Large

Growth Rate (per yr): 2.0%-Slower than average

Job Growth (95-02): 400

Separations (95-02): 420

Males 15% Females 85%

SUPPLY & DEMAND

Employers report great difficulty finding experienced and some difficulty finding inexperienced applicants who meet their criteria. Most employers indicated that employment in this occupation grew during the last year. Many employers expect employment to either grow or remain stable over the next 2 years. A few employers hired to fill vacant positions during the last year and report that many vacancies resulted from the creation of new positions and employees leaving permanent positions.

Recruitment Methods

Almost all employers recruited applicants to fill vacant positions via newspaper ads and colleges/universities. Many employers recruited through employee referrals and hired walk-in applicants.

WHERE THE JOBS ARE

	<i>Percent</i>	<i>SIC</i>
Elementary & Secondary Schools	100%	821

EMPLOYER REQUIREMENTS

Education & Training

Most employers require new hires in this occupation to have completed a Bachelor's Degree and some expect persons in this occupation to complete Graduate school. Almost all employers require applicants to acquire a teaching credential.

Experience

Most employers indicated that they do not require, but prefer applicants to have an average of 23 months of teaching prior to hiring. Most employers will accept 19 months of training in lieu of work experience.

SKILLS, LICENSES & OTHER REQUIREMENTS

Technical:

Classroom management skills
 Ability to plan & evaluate lessons
 Ability to apply teaching techniques
 Ability to exercise patience
 State Teacher's Certificate

Physical:

Ability to stand continuously for 2 or more hours

Personal:

Ability to work under pressure
 Ability to write effectively
 Interpersonal skills
 Ability to handle crisis situations
 Oral communication skills

OTHER INFORMATION

Promotional Opportunities

Instructional Aide (w/Education & Credential) Substitute Teacher to Elementary School Teacher to Vice Principal/Principal. Many employers reported that they promote into this occupation from lower level positions such as instructional aides and substitute teachers, provided that persons obtain a teaching credential. Almost all employers promote from this occupation to higher-level positions such as school principal and other administrative personnel.

DOT Code: TITLE
 092.227-010 Teacher, Elementary School

Assessment Codes
 California Occupational Guide: #10
 Special Vocational Preparations: 7 (2-4 years)
 RML G V N S P Q K F M E C
 GED: 5 4 5 APPTITUDES: 2 2 3 4 4 2 4 4 4 5 5
 GOE Code: 11.02.01
 SOC Code: 2320
 CIP Code: 13.1202
 O*NET SOC Code: TITLE
 25-2021.00 Teachers Elementary

TEACHERS-PRESCHOOL

OES Code 313030 D

17 Firms Responding

DESCRIPTION

Preschool teachers instruct preschool pupils in public or private schools in elementary, physical, mental, and developmental skills. Does not include Instructional Aides or workers whose primary function is child care.

WAGES & BENEFITS

WAGES	RANGE	MEDIAN
New Hires, No Experience:	\$5.75-\$7.50	\$6.00
New Hires, Experienced:	\$6.00-\$8.50	\$6.50
3+ Yrs. Experience with Firm:	\$6.50- \$9.32	\$7.50

Weighted by Employees

New Hires, No Experience:	\$5.75-\$6.50	\$6.00
New Hires, Experienced:	\$6.00-\$7.11	\$7.00
3+ Yrs. Experience with Firm:	\$7.00-\$8.64	\$7.50

Almost all employees (80%) earn wages found under the section "weighted by employees." Most employees (75%) work full-time and average 40 hours per week. Some employees are considered part-time and average 32 hours per week.

BENEFITS

Ratio of firms responding

Vacation	15/17
Medical Insurance	12/17
Sick Leave	12/17
Retirement Plan	8/17
Dental Insurance	10/17
Vision Insurance	0/0
Life Insurance	5/17
Child Care	11/17

Most employers pay the full cost of those benefits that are offered while some employers share the cost of benefits. Part-time employees usually share the cost of benefits.

EMPLOYMENT TRENDS

Occupational Forecast 1995-2002

Size, 2002: 750-Large

Growth Rate (per yr): 3.9% -Faster than average

Job Growth: 160

Separations: 80

Males 5% Females 95%

SUPPLY & DEMAND

Employers report some difficulty finding experienced and inexperienced applicants who meet their hiring criteria. Many employers (55%) reported that employment in this occupation remained stable in the last year, but many (45%) others reported growth. The same percentage of employers predicted either growth or stability over the next two years. Of those employers who did hire in the last year, many employees were hired to fill vacancies resulting from individuals in permanent positions leaving and some were hired to fill positions resulting from growth in the occupation.

Recruitment Methods

Most employers recruit applicants to fill vacant positions through newspaper ads. Many employers also use employee referrals, school referrals, colleges and walk-in applicants.

Almost all employers screen applicants through police background checks and fingerprinting. Many also require medical physicals upon accepting the position.

WHERE THE JOBS ARE

	<i>Percent</i>	<i>SIC</i>
Child Day Care Services	77.4%	835

EMPLOYER REQUIREMENTS

Education & Training

Almost all employers require new hires in this occupation to have completed high school or the equivalent. Most employers report that they also require a minimum of 12 Early Childhood Education (ECE) units.

Experience

Almost all employers do not require, but prefer an average of 12 months of experience in this occupation prior to hiring. However, most employers also reported that they would except 6-12 months of training in lieu of experience.

SKILLS, LICENSES & OTHER REQUIREMENTS

Technical:

- Classroom management skills
- Knowledge of early childhood development
- Ability to apply teaching techniques
- Ability to assess personal and social skills
- Ability to assess cognitive and language skills

Physical:

- Ability to stand for prolonged periods of time

Personal:

- Ability to exercise patience
- Ability to handle crisis situations
- Ability to work under pressure
- Ability to work independently
- Organizational and time management skills

Other:

- Must have math and language skills sufficient to add or subtract 2 digit numbers.
- Must be able to write complex sentences and compose paragraphs.

OTHER INFORMATION

Promotional Opportunities

Instructional Aide to Teacher-Preschool to Assistant Director/Director. Many employers promote teachers aides to the position of preschool teacher provided they acquire the appropriate education. Most employers promote from this occupation to higher level occupations such as head teacher and assistant director.

DOT Code: TITLE
092.227-018 Teacher, Preschool

Assessment Codes

California Occupational Guide: #275

Special Vocational Preparations: 7 (2-4 years)

R M L G V N S P Q K F M E C

GED: 4 2 3 APPTITUDES: 2 2 2 3 4 3 2 2 3 4 4

GOE Code: 11.02.03

SOC Code: 2310

CIP Code: 13.1204

O*NET SOC Code: TITLE

25-2011.00 Teachers – Preschool

TELLERS

OES Code 531020 Q

15 Firms Responding

DESCRIPTION

Tellers receive and pay our money, and keep records of money and negotiable instruments involved in various financial institutions' transactions.

WAGES & BENEFITS

WAGES	RANGE	MEDIAN
New Hires, No Experience:	\$5.75-\$8.63	\$7.22
New Hires, Experienced:	\$7.00-\$9.59	\$8.50
3+ Yrs. Experience with Firm:	\$7.00-\$11.51	\$9.22

Weighted by Employees

New Hires, No Experience:	\$6.00-\$7.50	\$7.00
New Hires, Experienced:	\$7.50-\$8.65	\$8.25
3+ Yrs. Experience with Firm:	\$8.00-\$9.23	\$8.94

More than half of employees (55%) in this sample earn wages found under the section "weighted by employees." A few employee's wages are subject to collective bargaining or union agreements. Most employees (60%) are full-time and average 39 hours per week. However, many employees work part-time and average 26 hours per week. Almost all employees work day shift for this occupation, but few work the swing shift.

BENEFITS

Ratio of firms responding

Vacation	13/13
Medical Insurance	133/13
Sick Leave	11/13
Retirement Plan	133/13
Dental Insurance	13/13
Vision Insurance	11/13
Life Insurance	12/133

Almost all employers pay the full cost of benefits for full-time employees.

EMPLOYMENT TRENDS

Occupational Forecasts 1995-2002

Size, 2002: 560-Large

Growth Rate (per yr.): 2.2 - Decline

Job Growth: -100

Separations: 180

Males 10% Females 90%

SUPPLY & DEMAND

Employers report some difficulty finding experienced and inexperienced applicants who meet their hiring criteria. Most employers indicated that employment in this occupation remained stable during the last year, while some reported that employment grew. Many employers expect stability over the next 2 years, but some predict that employment will grow. Almost all employers hired to fill vacant positions during the last year and report that almost all vacancies resulted from employees leaving to permanent positions.

Recruitment Methods

Almost all employers recruited applicants to fill vacant positions via newspaper ads. Most employers recruited through employee referrals and many hired walk-in applicants.

Many employers screen applicants for this occupation through police background checks and some employers screen applicants through drug testing, and DMV background checks.

WHERE THE JOBS ARE

	<i>Percent</i>	<i>SIC</i>
Commercial Banks	74.5%	602
Savings Institutions	14.5%	603

EMPLOYER REQUIREMENTS

Education & Training

Almost all employers require new hires in this occupation to have completed high school or the equivalent.

Experience

Almost all employers indicated that they do not require but prefer applicants to have an average of 10 months of work experience in this occupation prior to hiring. Almost all employers will accept 10 months of work experience and/or training in work involving cash handling, sales and customer service as substitutes.

SKILLS, LICENSES AND OTHER REQUIREMENTS

Technical:

- Ability to follow check cashing procedures
- Cash handling skills
- Ability to process customer transactions
- Ability to explain & promote products and services
- Ability to type 35 words per minute (Employer Average)

Physical:

- Ability to do routine, repetitive work
- Ability to stand continuously for 2 or more hours

Personal:

- Ability to exercise patience
- Ability to work under pressure
- Attention to detail
- Oral Communication skills
- Ability to read and follow written instructions

Other:

- Must have word processing skills.
- Must have spreadsheet skills.
- Must have knowledge of multiplication, division, decimals and fractions.
- Must be able to write complex sentences and compose paragraphs.

OTHER INFORMATION

Promotional Opportunities

Receptionists/Clerks to Teller to Head Teller to Customer Service/Loan Manager.

Some employers reported that they promote into this occupation from lower level positions including receptionist and clerk. Almost all employers promote from this occupation to various higher-level positions such as head teller, financial service specialist, and customer service/loan manager.

DOT Code: TITLE
211.362-018 Teller
219.462-010 Coupon Clerk
211.382-010 Teller, Vault
211.362-014 Foreign Banknote Teller

Assessment Codes
California Occupational Guide: #109
Special Vocational Preparations: 5 (6months to 1 year)
RML GVN SPQKFM EC
GED: 4 3 3 APPTITUDES: 3 3 3 4 3 2 2 3 5 4
GOE Code: 01.03.01
SOC Code: 4791
CIP Code: 52.0803
O*NET SOC Code: TITLE
43-3071.00 Tellers



San Joaquin County

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Stockton, CA 95202
468-3500
- 135 W. Fremont Street
Stockton, CA 95202
948-7856

SAN JOAQUIN DELTA COLLEGE WORKNET CENTER

- 5405 N. Pershing
Stockton, CA 95207
870-7000

LODI WORKNET CENTER

- 631 E. Oak St.
Lodi, CA 95240
333-5319

MANTECA WORKNET CENTER

- 1783 W. Yosemite Ave.
Manteca, CA 95336
825-1300

TRACY WORKNET CENTER

- 213 W. 11th St.
Tracy, CA 95376
833-1018

CONWAY HOMES WORKNET CENTER

- 2633 Arizona St.
Stockton, CA 95206
946-1240

GOODWILL WORKNET CENTER

- 129 South Grant St.
Stockton, CA 95202
466-2311

CHDC WORKNET CENTER

- 2607 A Wigwam
Stockton, CA 95205
953-7350

FREMONT FAMILY WORKNET CENTER

- 939 D St.
Stockton, CA 95205
953-7391
(Center opens at 3 p.m.)

San Joaquin County Occupational Outlook 2001-2002

TRAINING OPPORTUNITIES

FOR OCCUPATIONS STUDIED IN 2001



BOOKKEEPING

ACCOUNTING & AUDITING CLERKS

ADULT SCHOOL

ESCALON HIGH SCHOOL

1582 YOSEMITE AVENUE

ESCALON, CA 95320 (209) 838-7073

Accounting

Average time to complete program: 1 year

Approximate tuition cost: N/A, fee for materials (Adults)

Program requirements: "C" average or better

Prerequisites: Instructors' permission

Open entry/open exit: No

What is received upon completion: Certificate (Adults)

Target students: Grades 11-12, Adults

Students in this course will progress from the basic principles of double entry accounting to the complex principles. Activities include workbook, sole proprietor simulation, partnership simulation, corporation simulation, pegboard payroll simulation and extensive computer accounting simulations.

MANTECA ADULT SCHOOL

LINDBERGH EDUCATIONAL CENTER/MANTECA

311 E NORTH STREET

MANTECA, CA 95336 (209) 825-3100

Basic Accounting

Average time to complete program: 10 weeks

Approximate tuition cost: \$10.00 plus fees for books

Program requirements: "C" average or better

Prerequisites: None

Open entry/open exit: No

What is received upon completion: Certificate

Target students: Adult residents of Manteca Unified School District

This course will provide individualized instruction in basic accounting principals and procedures relating to both Service and Merchandising Businesses, organized as a proprietorship, partnership, or corporation. Cash control, financial statements, adjusting and closing entries, payroll, depreciation, and inventory control are included.

Advanced Accounting

Average time to complete program: 10 weeks

Approximate tuition cost: \$10.00, plus textbooks, \$15 lab fee

Program requirements: "C" average or better

Prerequisites: Successful completion of Accounting-Basic

Open entry/open exit: No

What is received upon completion: Certificate

Target students: Adult residents of Manteca Unified School District

This course will provide instruction in advanced accounting procedures.

REGIONAL OCCUPATIONAL PROGRAMS

STOCKTON OFFICE SKILLS

37 W. YOKUTS, SUITE B-1

STOCKTON, CA 95207

(209) 472-2160

Bookkeeper

Average time to complete program: 20 weeks

Approximate tuition cost: \$4,995 plus \$250 for books

Program requirements: Maintain a 2.0 GPA or better

Prerequisites: GED/H.S. Diploma or 18 years or older, complete the assessment/placement test

Open entry/open exit: No

What is received upon completion: Certificate

Target students: Adults

Training begins with basic bookkeeping principles and progresses to more advanced double-entry bookkeeping theory. This includes journalizing and posting, closing and adjusting entries, and financial statements. QuickBooks 6.0 is covered, in addition to MS Word, Excel and Access in the program.

COMMUNITY COLLEGE

SAN JOAQUIN DELTA COMMUNITY COLLEGE

5151 PACIFIC AVENUE

STOCKTON, CA 95207 (209) 954-5051

Accounting

Average time to complete program: 1 year (35 units)

Approximate tuition cost: \$11 per unit CA residents, \$149 per unit outside CA, plus fees for books

Program requirements: "C" average or better

Prerequisites: GED/H.S. Diploma or 18 years or older, complete the assessment/placement test

Open entry/open exit: No

What is received upon completion: Certificate

Target students: High School Graduate/GED recipients/Re-Entry Students

This program prepares the student for entry into the accounting field.

SAN JOAQUIN DELTA COMMUNITY COLLEGE

5151 PACIFIC AVENUE

STOCKTON, CA 95207 (209) 954-5051

Bookkeeping

Average time to complete program: 1 year (22.5-24 units)

Approximate tuition cost: \$11 per unit CA residents, \$149 per unit outside CA, plus fees for books

Program requirements: "C" average or better

Prerequisites: GED/H.S. Diploma or 18 years or older, complete the assessment/placement test

Open entry/open exit: No

What is received upon completion: Certificate

Target students: High School Graduate/GED recipients/Re-Entry Students

This program provides students with the training and skills for the occupation of bookkeeper, accounts receivable/payable clerk and payroll clerk. Students take courses in vocational accounting, business mathematics, office calculation, payroll accounting, and business math.

DEGREE PROGRAMS

HUMPHREY'S COLLEGE

6650 INGLEWOOD AVENUE

STOCKTON CA 95207 (209) 478-0800

Average time to complete program: 1.5 to 3 years (6 or 12 quarters)

Approximate tuition cost: \$2,380.00 (12-16 units), plus book and supplies (\$350.00 per quarter), Application fee (one-time) \$35.00

Program requirements: Maintain a 2.0 GPA or better

Prerequisites: High school diploma/ G.E.D.

Open entry/open exit: No

What is received upon completion: Associates of Arts/Associates of Science or Bachelors of Science Degree

Target students: Adults

The Accounting program gives the students the educational requirements in accounting theory, practice and auditing in preparation for a career as a Certified Public Accountant (CPA), a financial/management accountant in private business or as a governmental accountant.

ALSO:

CALIFORNIA STATE UNIVERSITY
STANISLAUS, STOCKTON
(209) 467-5300

UNIVERSITY OF THE PACIFIC,
STOCKTON (209) 946-2211

DINING ROOM

& CAFETERIA ATTENDANTS

ADULT SCHOOL

MANTECA ADULT SCHOOL

LINDBERGH EDUCATIONAL CENTER/MANTECA

311 E NORTH STREET

MANTECA, CA 95336 (209) 825-3100

Cafeteria Assistant

Average time to complete program: 28 hours

Approximate tuition cost: \$10.00

Program requirements: "C" average or better

Prerequisites: Records check

Open entry/open exit: No

What is received upon completion: Certificate (Adults)

Target students: Adult residents of Manteca Unified School District

This course introduces students to school food service programs. Subjects covered include customer service, basic nutrition principles, federal, state, and local program requirements, food service preparation and procedures, sanitation and safety. This course includes 16 hours of class work and 12 hours of lab work.

REGIONAL OCCUPATIONAL PROGRAMS

LINCOLN HIGH

6844 ALEXANDRIA PLACE

STOCKTON, CA 95207 (209) 953-8938

Culinary Arts

Average time to complete program: 9 months

Approximate tuition cost: None

Program requirements: "C" average or better

Prerequisites: At least 16 years of age. Must have interest in food & beverage industry. Students are treated as employees not students."

Open entry/open exit: Yes

What is received upon completion: High School credits

Target students: Anyone interested in Food And Beverage

Students will receive training in all aspects of food and beverage course will provide information on safety and sanitation, food handling and preparation, food service, work ethics, and many other aspects related to the industry.

TRACY JOINT HIGH SCHOOL

315 EAST 11TH STREET

TRACY, CA 95376 (209) 831-

5034

Food Education and Service Training

Average time to complete program:

2 years

Approximate tuition cost: None

Program requirements: "C" average or better

Prerequisites: Interest in food service industry

Open entry/open exit: No

What is received upon completion: Certificate (Adults)

Target students: Grades 11-12, Adults

Students who successfully complete this course learn entry-level skills to work as host/hostess, bus person, or pastry person. Instruction is provided in the history of the hospitality industry, a variety of food preparation skills catering activities, community, and school meals.

HELPERS-

ELECTRICIANS & POWER LINE

TRANSMISSION INSTALLERS

COMMUNITY COLLEGE

SAN JOAQUIN DELTA COMMUNITY COLLEGE

5151 PACIFIC AVENUE

STOCKTON, CA 95207 (209) 954-5051

Electrical Technology

Average time to complete program: Approximately 1-2 years

Approximate tuition cost: \$11 per unit CA residents, \$149 per unit outside CA, plus textbook fees

Program requirements: "C" average or better

Prerequisites: GED/H.S. Diploma or 18 years or older, complete the assessment/placement

Open entry/open exit: No

What is received upon completion: Certificate

Target students: High School graduates/GED recipients

This program is designed to teach students the basic electrical theories and other major portions of the electrical field such as residential/commercial/industrial wiring, conduit bending basics, National Electrical Code, electrical motor repair and theory, single and three-phase transformer applications, hazardous locations wiring theory, and motor control applications and theory.

Target Students: High School graduates

This five-year apprenticeship program consists of 1,040 classroom hours and at least 8,000 on-the-job hours. Much attention is paid to the layout, assembly and installation of electrical fixtures and equipment in residential, commercial buildings and industrial. The Electrical Trade requires physical effort on the part of the apprentice to do work in cramped quarters, to do climbing, crawling, crouching, and heavy lifting.

ALSO:

ASSOCIATED BUILDERS &
CONTRACTORS, STOCKTON
(209) 931-5910

SAN JOAQUIN & CALAVERAS COUNTIES ELECTRICAL J.A.T.C.

1531 EL PINAL DRIVE

STOCKTON CA 95205 (209) 462-0751

APPRENTICESHIP

Electrician-(Inside Construction Wireman)

Average time to complete program: 60 months

Approximate tuition cost: No fee

Other fees: \$500.00 material fees

Program requirements: Successful completion, 100% attendance Agility & Coordination, Successful completion of Algebra, High School Diploma/G.E.D.

Open entry/open exit: Yes

What is received upon completion: Certificate

PHARMACISTS

DEGREE PROGRAMS

UNIVERSITY OF THE PACIFIC

3601 PACIFIC AVENUE

STOCKTON, CA 95211 (209) 946-2211

Master of Science Pharmaceutical Sciences

Average time to complete program: 2 years

Approximate tuition cost: \$594.00 per unit, plus textbooks, housing, parking and other fees

Program requirements: Maintain a 3.0 GPA or better

Prerequisites: Undergraduate degree in Pharmaceutical Science or a closely related field, GRE General & Subject tests

Open entry/open exit: No

What is received upon completion: Master of Science

Target students: College graduates

The M.S. degree is available in five areas of specialization: pharmaceuticals, medicinal chemistry, physiology, pharmacology and clinical pharmacy.

DEGREE PROGRAMS

UNIVERSITY OF THE PACIFIC

3601 PACIFIC AVENUE

STOCKTON, CA 95211 (209) 946-2211

Doctor of Pharmacy (Professional Degree)

Average time to complete program: 3 years, after completion of pre-pharmacy requirements, which take between 2 - 4 years to complete

Approximate tuition cost: \$28,500.00 per year, plus textbooks, housing, parking and other fees

Program requirements: Maintain a 3.0 GPA or better

Prerequisites: Two years of Pre-pharmacy courses or the equivalent, GRE General & Subject tests

Open entry/open exit: No

What is received upon completion: Doctor of Pharmacy

Target students: College graduates

Satisfactory completion of the PhD degree enables students to sit for the California State Board of Pharmacy examination and subsequently to practice pharmacy.

PLUMBERS, PIPEFITTERS & STEAMFITTERS

APPRENTICESHIP PROGRAM

SJC/STANISLAUS AREA PLUMBERS

LOCAL 442

3935 CORONADO

STOCKTON, CA 95204 (209) 464-4553

Plumbing, Pipefitting, Steamfitter & Refrigeration

Average time to complete program: 5 years

Approximate tuition cost: None

Other fees: Initiation and union dues

Program requirements: Successful completion, must have valid driver's license and be insurable

Prerequisites: Agility & coordination, 18 years of age, high school diploma or GED

Open entry/Open exit: No

What is received upon completion: Certificate

Target students: H.S. diploma or G.E.D.

The plumbing and pipefitting apprenticeship program prepares students for employment as a plumber or pipefitter at the journey level. Students learn skills needed to work as a plumber or pipefitter through "on-the-job" training and classroom instruction.

SOCIAL WORKERS

DEGREE PROGRAMS

CALIFORNIA STATE UNIVERSITY STANISLAUS-STOCKTON

612 EAST MAGNOLIA STREET

STOCKTON, CA 95202 (209) 467-5300

Master's of Social Work

Average time to complete program: 3 years

Approximate tuition cost: 0 - 6 units = \$552.50, 7 units or more = \$867.50, plus textbooks, housing, parking and other fees vary

Program requirements: "C" average or better

Prerequisites: Complete all courses with "B" or better, Complete all required courses and units, Bachelors Degree from an accredited college/university, Letters of recommendation, Prep courses

Open entry/open exit: No

What is received upon completion: Master's of Social Work (MSW)

Target students: Those possessing a Bachelor's Degree

A Master of Social Work prepares the professional social workers to meet the growing human service needs of the university's service area. The curriculum emphasizes social work practice in the public social services, health, mental health, corrections and schools.

UNIVERSITY OF THE PACIFIC

3601 PACIFIC AVENUE

STOCKTON, CA 95211 (209) 946-2211

Substance Abuse Counselor Certificate Program

Average time to complete program: 21 courses of 16 hours each, plus 255 hours of supervised internship

Approximate tuition cost: \$2,470.00

Program requirements: "C" average or better

Prerequisites: Application, letter of reference and application

Open entry/open exit: No

What is received upon completion: Certificate

Target students: Interested persons

This program is designed to provide participants with the skills necessary to counsel clients in a recovery process that leads to a drug and alcohol free lifestyle. Competency in the areas of screening, intake, assessment, treatment planning, individual as well as group counseling, case management, crisis intervention, client education, referral, community resources, special issues such as women's and health issues) and consultation are taught.

TELEPHONE & CABLE T.V.

LINE INSTALLER

COMMUNITY COLLEGE

SAN JOAQUIN DELTA COMMUNITY COLLEGE

5151 PACIFIC AVENUE

STOCKTON, CA 95207 (209) 954-5051

Electrical Technology

Average time to complete program: Approximately 1-2 years

Approximate tuition cost: \$11 per unit CA residents, \$149 per unit outside CA, plus textbook fees

Program requirements: "C" average or better

Prerequisites: GED/H.S. Diploma or 18 years or older, complete the assessment/placement

Open entry/open exit: No

What is received upon completion: Certificate

Target students: High School graduates/GED recipients

This program is designed to teach students the basic electrical theories and other major portions of the electrical field such as residential/commercial/industrial wiring, conduit bending basics, National Electrical Code, electrical motor repair and theory, single and three-phase transformer applications, hazardous locations wiring theory, and motor control applications and theory.

SAN JOAQUIN & CALAVERAS COUNTIES ELECTRICAL J.A. T. C.

1531 EL PINAL DRIVE

STOCKTON CA 95205 (209) 462-0751

Apprenticeship

Electrician-(Inside Construction Wireman)

Average time to complete program: 60 months

Approximate tuition cost: No fee

Other fees: \$500.00 material fees

Program requirements: Successful completion, 100% attendance Agility & Coordination, Successful completion of Algebra, High School Diploma/G.E.D.

Open entry/open exit: Yes

What is received upon completion: Certificate

Target Students: High School graduates

This five-year apprenticeship program consists of 1,040 classroom hours and at least 8,000 on-the-job hours. Much attention is paid to the layout, assembly and installation of electrical fixtures and equipment in residential, commercial buildings and industrial. The Electrical Trade requires physical effort on the part of the apprentice to do work in cramped quarters, to do climbing, crawling, crouching, and heavy lifting.

CENTRAL VALLEY ELECTRIC JATC

1925 YOSEMITE BLVD.

MODESTO, CA 95354

(209) 579-5417

Construction Electrician Apprentice

Average time to complete program: 60 months

Approximate tuition cost: \$250
Materials fee

Program requirements: 8,000 hours of on-the-job training, 10 semesters mandatory school attendance

Prerequisites: HS Diploma/ GED, 17 years old, 2 semesters of math with a passing grade,

Entrance exam, Must possess a driver's license and car

Open entry/open exit: Yes

What is received upon completion: Certificate

Target students: 17 years or older

The Electrical Apprenticeship is a five year program which includes paid on the job training and mandatory school attendance. The Electrical Trade requires physical effort on the part of the apprentice to do work in cramped quarters, to do climbing, crawling, crouching, and heavy lifting. Because wiring is frequently keyed in color for connection purposes, the worker cannot be color blind.

ALSO:

ASSOCIATED BUILDERS &
CONTRACTORS, STOCKTON
(209) 931-5910

THERE IS NO CURRENT INFORMATION REGARDING
LOCAL TRAINING AVAILABLE FOR THESE OCCUPATIONS:

ADJUSTMENT CLERKS

CLAIMS EXAMINERS

COUNTER ATTENDANTS

DENTAL HYGIENISTS

INSURANCE CLAIMS CLERKS

MAIDS & HOUSEKEEPING CLEANERS

NEW ACCOUNTS CLERKS

ORDER FILLERS: WHOLESALE & RETAIL

PAINTERS, PAPERHANGERS:

CONSTRUCTION AND MAINTENANCE

PHARMACY AIDES

SHEET METAL WORKERS





San Joaquin County

WORKNET

EMPLOYMENT • EDUCATION
ECONOMIC DEVELOPMENT

888.512.WORK (9675)
WWW.SJCWORKNET.ORG



STOCKTON WORKNET CENTER

- 850 N. Hunter St.
Stockton, CA 95202
468-3500
- 135 W. Fremont Street
Stockton, CA 95202
948-7856

SAN JOAQUIN DELTA COLLEGE WORKNET CENTER

- 5405 N. Pershing
Stockton, CA 95207
870-7000

LODI WORKNET CENTER

- 631 E. Oak St.
Lodi, CA 95240
333-5319

MANTECA WORKNET CENTER

- 1783 W. Yosemite Ave.
Manteca, CA 95336
825-1300

TRACY WORKNET CENTER

- 213 W. 11th St.
Tracy, CA 95376
833-1018

CONWAY HOMES WORKNET CENTER

- 2633 Arizona St.
Stockton, CA 95206
946-1240

GOODWILL WORKNET CENTER

- 129 South Grant St.
Stockton, CA 95202
466-2311

CHDC WORKNET CENTER

- 2607 A Wigwam
Stockton, CA 95205
953-7350

FREMONT FAMILY WORKNET CENTER

- 939 D St.
Stockton, CA 95205
953-7391
(Center opens at 3 p.m.)

San Joaquin County Occupational Outlook 2001-2002

TRAINING OPPORTUNITIES

FOR OCCUPATIONS STUDIED IN 2000



ASSEMBLERS & FABRICATORS

REGIONAL OCCUPATIONAL CENTER PROGRAMS

RIPON HIGH SCHOOL

301 NORTH ACACIA

RIPON CA 95366 (209) 599-4287

Ag Fabrication

Average time to complete program: 1 year (12 months)

Approximate tuition cost: \$20.00 lab fee if the student enrolled for both A & B schedule. \$10.00 lab fee if the student takes course on A & B schedule

Program requirements: None

Prerequisites: Welding I & II, or AG Construction I & II, or by teachers permission/None

Open entry/open exit: Yes

What is received upon completion: Certificate

Target students: 11th and 12th grade students

This course, Agriculture Fabrication, provides serious students with entry-level skills in Oxy-Acetylene Welding and cutting, gluing, and fastening woods. Students will receive instructions in safety, hand and power tools usage, planning, selecting materials and usage related to the construction of items used in agriculture, shop and home.

CERTIFICATE/DIPLOMA PROGRAMS

CALIFORNIA HUMAN DEVELOPMENT CORP. (ASET)

2896 TEEPEE DRIVE

STOCKTON, CA 95205

(209) 235-2070

Assembly and Fabrication

Average time to complete program: 17 weeks/630 Hours

Approximate tuition cost: \$4,032

Other fees: N/A

Program requirements: Pass English language proficiency

Prerequisites: Meet physical requirements, basic math

Open entry/Open exit: Yes

What is received upon completion: Certificate

Target students: Adults, ESL Individuals

This course trains individuals for occupations in the manufacturing of metal, glass fiberglass, rubber, plastic products and food industries.

AUTOMOTIVE MECHANICS

COMMUNITY COLLEGE PROGRAMS

SAN JOAQUIN DELTA COLLEGE

5151 N. PACIFIC AVENUE

STOCKTON CA 95207 (209) 954-5051

Auto Mechanics Technology

Average time to complete program: 2 years (40-42 units)

Approximate tuition cost: (\$480.00/\$4,840.00)

Other fees: Text fees, lab fees

Program requirements: "C" average or better

Prerequisites: High school diploma/G.E.D. recipients or 18 years old

Open entry/open exit: No

What is received upon completion: Certificate

Target students: High school graduates/G.E.D. recipients

This program offers instruction in basic skills and procedures of Mechanical Auto Repair, including Engines, Transmissions, Brakes and Alignment. The program provides training for an entry-level position as an automotive mechanic.

**Program cost is calculated at \$12.00 per unit for CA residents/\$121.00 per unit outside CA (\$480.00/\$4,840.00)*

REGIONAL OCCUPATIONAL CENTER PROGRAMS

LINDBERGH EDUCATIONAL CENTER/MANTECA

311 E NORTH STREET

MANTECA, CA 95336 (209) 825-3100

Automotive Technology

Average time to complete program: 1 year (12 months)

Approximate tuition cost: None

Other fees: None

Program requirements: "C" average or better

Prerequisites: None

Open entry/open exit: Yes

What is received upon completion: Certificate

Target students: Grades 11th, & 12th, Adults

This is a vocational automotive course with the objective of providing the student with opportunity to acquire entry-level skills in automotive repair. Hands-on training with specialized equipment is used in testing and repairing today's complex automobiles. The second semester will be conducted under the "Community Classroom Concept", with the student placed in auto repair shops for training.

ALSO:

CHARLES M. WEBER INSTITUTE,
STOCKTON (209) 953- 4602

ESCALON HIGH SCHOOL,
ESCALON (209) 838-7073

LODI CAREER CENTER, LODI
(209) 331-7616

TRACY HIGH SCHOOL, TRACY
(209) 831-5034

ADULT SCHOOL COURSES

TRACY ADULT SCHOOL

315 EAST ELEVENTH STREET

TRACY, CA 95376

(209) 831-5034

Automobile Mechanics

Average time to complete program:
17 weeks

Approximate tuition cost: \$25.00

Other fees: \$10.00 lab fee, Books

Program requirements: "C" average
or better

Prerequisites: None

Open entry/open exit: No

What is received upon completion:
Certificate

Target students: Adults

This class will include Shop and Theory, Internal Combustion Engines, Tune-up Equipment, Fundamentals of Maintenance and Repair, Use & Care of Hand Tools and Power Equipment.

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CONTINUED FROM PAGE xxx

AUTOMOTIVE MECHANICS

ALSO:

MANTECA ADULT SCHOOL, MANTECA (209) 825-3100

APPRENTICESHIP PROGRAM

JOAQUIN VALLEY AUTOMOTIVE TRADES J.A.C.

121 E VINE ST.

STOCKTON, CA 95202

(209) 466-9592

Automotive-Mechanic

Average time to complete program: 4 years

Approximate tuition cost: See Other fees

Other fees: \$7,500.00 materials fee

Program requirements: Successful completion

Prerequisites: Agility & coordination

Open entry/Open exit: No

What is received upon completion: Certificate

Target students: H.S. graduates or G.E.D. recipients

Apprentices in this program are trained in repairs and maintenance of automobiles, trucks, and farm equipment. Automotive Mechanics adjust, repair, and overhaul automotive vehicles. They may be designated according to specialties, such as Brake Repairers, Transmission Mechanics, or front-end Mechanics. San Joaquin Delta College provides the classroom training for this program and requires that students read at proficiency level II for enrollment in the apprenticeship classes.

BAKERS—BREAD AND PASTRY

COMMUNITY COLLEGE PROGRAMS

SAN JOAQUIN DELTA COMMUNITY COLLEGE

5151 PACIFIC AVENUE

STOCKTON, CA 95207 (209) 954-5051

Culinary Arts (Certificate Program)

Average time to complete program: 1 to 3 semesters (8 or 38 units)

Approximate tuition cost: \$12.00 per unit CA Residents/\$121.00 per unit out-side CA (\$456.00/\$4,598.00)

Other fees: Text book fees, parking fees, uniforms, supplies

Program requirements: "C" average or better

Prerequisites: High school diploma/G.E.D. or 18 years old/older, Pass entrance exam

Open entry/open exit: No

What is received upon completion: Certificate

Target students: High school/G.E.D. recipients

The Culinary Arts program is designed for students interested in working in the Culinary Arts Industry as a career. Students will be prepared for employment in a variety of occupations within this industry, including Restaurant Cook, Institutional Cook, or Food Service Manager. An eight-unit Basic Culinary Arts Certificate program is available for students interested in basic principles of food preparation and service.

REGIONAL OCCUPATIONAL PROGRAMS

TRACY JOINT HIGH SCHOOL

315 EAST 11TH STREET

TRACY, CA 95376

(209) 831-5034

E-MAIL:

ADULTED@TRACY.12.CA.US

Food Educational & Service Training (F.E.A.S.T.)

Average time to complete program:
2 years (24 months)

Approximate tuition cost: None

Other fees: None

Program requirements: "C" average
or better

Prerequisites: Interest in food ser-
vice industry

Open entry/open exit: No

What is received upon completion:
Certificate

Target students: Grades 11th & 12th
Adults

Students who successfully complete this course learn entry-level skills to work as a Host/Hostess, Bus person, or Pastry person. Instructions are provided in the history of the hospitality industry, a variety of food preparation skills, catering activities, community, and school meals.

BILL & ACCOUNT COLLECTORS

CERTIFICATE/DIPLOMA PROGRAMS

MTI COLLEGE OF BUSINESS & TECHNOLOGY

5221 MADISON AVENUE

SACRAMENTO CA 95841 (916) 339-1500

Medical Billing Specialist

Average time to complete program: 18 weeks

Approximate tuition cost: \$4500.00

Other fees: \$670.12

Program requirements: Maintain a 2.0 GPA or better

Prerequisites: High school diploma /G.E.D., Pass entrance exam

Open entry/open exit: No

What is received upon completion: Certificate

Target students: Adults

This fast track program prepares the student for entry-level employment in medical office settings specializing in administrative front office and medical billing.

ALSO:

PACIFIC TECHNICAL INSTITUTE, STOCKTON (209) 952-0657

REGIONAL OCCUPATIONAL
CENTER PROGRAMS

LODI CAREER CENTER

421 S PLEASANT AVENUE

LODI, CA 95240 (209) 331-7616

Medical/Dental Office Management

Average time to complete program:
10 months

Approximate tuition cost: None

Other fees: \$25.00 per semester fee
for adults

Program requirements: "C" average
or better

Prerequisites: Type 30 wpm

Open entry/open exit: Yes

What is received upon completion:
Certificate

Target students: 11th & 12th grade
students, Adults

This course prepares the student to work in a medical or dental office, out-patient clinic, emergency, and other care facilities. Skills learned include filing, phone, bookkeeping and technical terminology. Students are instructed to use word processing software and medical/dental software programs on IBM compatible computers. Advanced students may train in medical or dental facilities.

ALSO:

Ripon High ROP, Ripon
(209) 599-4287

BUS DRIVER—SCHOOL

ADULT SCHOOL PROGRAMS

TRACY ADULT SCHOOL

315 EAST 11TH STREET

TRACY, CA 95376 (209) 831-5034

Bus Driver/School

Average time to complete program: 9 weeks

Approximate tuition cost: \$20.00

Other fees: Book fees vary

Program requirements: "C" average or better

Prerequisites: None

Open entry/open exit: No

What is received upon completion: Certificate

Target students: Adults

Available Services: N/A

Other: Handicapped Accessibility

This course is designed to help Bus Drivers and persons wishing to become bus drivers, improve skills and increase knowledge of regulations and laws pertaining to the transportation of school children.

COMBINED FOOD PREPARATION & SERVICE WORKERS

COMMUNITY COLLEGE PROGRAMS

SAN JOAQUIN DELTA COMMUNITY COLLEGE

5151 PACIFIC AVENUE

STOCKTON, CA 95207 (209) 954-5051

Culinary Arts (Certificate Program)

Average time to complete program: 1 or 3 semesters (8 or 38 units)

Approximate tuition cost: \$12.00 per unit CA Residents/\$121.00 per unit outside CA (\$456.00/\$4,598.00)

Other fees: text book fees, parking fees, uniforms, supplies

Program requirements: "C" average or better

Prerequisites: High school diploma/G.E.D. or 18 years old/older, Pass entrance exam

Open entry/open exit: No

What is received upon completion: Certificate

Target students: High school/G.E.D. recipients

The Culinary Arts program is designed for students interested in working in the Culinary Arts Industry as a career. Students will be prepared for employment in a variety of occupations within this industry, including Restaurant Cook, Institutional Cook, or Food Service Manager. An eight-unit Basic Culinary Arts Certificate program is available for students interested in basic principles of food preparation and service.

REGIONAL OCCUPATIONAL CENTER PROGRAMS

TRACY JOINT HIGH SCHOOL

315 EAST 11TH STREET

TRACY, CA 95376

(209) 831-5034

E-MAIL:

ADULTED@TRACY.K12.CA.US

Food Educational & Service Training (F.E.A.S.T.)

Average time to complete program:
2 years (24 months)

Approximate tuition cost: None

Other fees: None

Program requirements: "C" average
or better

Prerequisites: Interest in food service industry

Open entry/open exit: No

What is received upon completion:
Certificate

Target students: Grades 11th & 12th
Adults

Students who successfully complete this course learn entry-level skills to work as Host/Hostess, Bus person, or Pastry person. Instructions are provided in the history of the Hospitality industry, a variety of food preparation skills, catering activities, community, and school meals.

COOKS-RESTAURANT

COMMUNITY COLLEGE PROGRAMS

SAN JOAQUIN DELTA COMMUNITY COLLEGE

5151 PACIFIC AVENUE

STOCKTON, CA 95207 (209) 954-5051

Culinary Arts (Certificate Program)

Average time to complete program: 1 or 3 semesters (8 or 38 units)

Approximate tuition cost: \$12.00 per unit CA Residents/\$121.00 per unit out-side CA (\$456.00/\$4,598.00)

Other fees: text book fees, parking fees, uniforms, supplies

Program requirements: "C" average or better

Prerequisites: High school diploma/G.E.D. or 18 years old/older, pass entrance exam

Open entry/open exit: No

What is received upon completion: Certificate

Target students: High school graduates/G.E.D. recipients

The Culinary Arts program is designed for students interested in working in the Culinary Arts Industry as a career. Students will be prepared for employment in a variety of occupations within this industry, including Restaurant Cook, Institutional Cook, or Food Service Manager. An eight-unit Basic Culinary Arts Certificate program is available for students interested in basic principles of food preparation and service.

REGIONAL OCCUPATIONAL CENTER PROGRAMS

TRACY JOINT HIGH SCHOOL

315 EAST 11TH STREET

TRACY, CA 95376 (209) 831-5034

E-MAIL:

ADULTED@TRACY.K12.CA.US

*Food Educational & Service Training
(F.E.A.S.T.)*

Average time to complete program: 2 years (24 months)

Approximate tuition cost: None

Other fees: None

Program requirements: "C" average or better

Prerequisites: Interest in food service industry

Open entry/open exit: No

What is received upon completion: Certificate

Target students: Grades 11th & 12th Adults

Instructions are provided in the history of the Hospitality industry, a variety of food preparation skills, catering activities, community, and school meals.

FINANCIAL MANAGERS

COMMUNITY COLLEGE PROGRAMS

SAN JOAQUIN DELTA COMMUNITY COLLEGE

5151 PACIFIC AVENUE

STOCKTON CA 95207 (209) 954-5051

Accounting-Associate of Science Degree

Average time to complete program: 2 years (64-69 units)

Approximate tuition cost: \$780.00/\$7,865.00

Other fees: Text fees

Program requirements: "C" average or better

Prerequisites: High School diploma/G.E.D. or 18 years old, Take assessment/ placement test, Reading requirement Level II

Open entry/open exit: No

What is received upon completion: Associate in Science Degree

Target students: High school graduates/G.E.D. recipients

A four-semester program that results in an A.S. Degree with a major in Accounting. The program prepares students for entry level accounting jobs.

**Program cost is calculated at \$12.00 per unit for CA residents/\$121.00 per unit outside CA (\$780.00/\$7,865.00)*

DEGREE PROGRAMS

HUMPHREY'S COLLEGE

6650 INGLEWOOD AVENUE

STOCKTON, CA 95207 (209)

478-0800

Accounting

Average time to complete program:

1.5 to 3 years (6 or 12 quarters)

Approximate tuition cost:

\$2,380.00 (12-16 units)

Other fees: Books, Supplies

(\$350.00 per quarter), Application fee (one time) \$35.00

Program requirements: Maintain 2.0 GPA or better

Prerequisites: High School diploma/G.E.D.

Open entry/open exit: No

What is received upon completion: AA/AS or B.S. Degree

Target students: Adults

The Accounting program gives the students the educational requirements in accounting theory, practice and auditing in preparation for a career as a Certified Public Accountant (CPA), a financial/management accountant in private business or as a governmental accountant.

ALSO:

CALIFORNIA STATE UNIVERSITY

STANISLAUS, STOCKTON

(209) 467-5300

CHAPMAN UNIVERSITY

MODESTO (209) 545-1234

UNIVERSITY OF THE PACIFIC,

STOCKTON (209) 946-2211

FIRST LINE SUPERVISORS & MANAGERS-CLERICAL ADMINISTRATOR

COMMUNITY COLLEGE PROGRAMS

SAN JOAQUIN DELTA COLLEGE
5151 PACIFIC AVENUE
STOCKTON, CA 95207 (209) 954-5051

Office Management

Average time to complete program: 1 year (36.5-38.5 units)
Approximate tuition cost: *\$438.00-\$462.00 CA residents
Other fees: Text fee, parking fees
Prerequisites: High school diploma/G.E.D. or 18 years old, Take assessment/
placement test
Open entry/open exit: No
What is received upon completion: Certificate
Target students: High school graduates/G.E.D. recipients/Re-entry students

This program prepares students for entry-level employment as an office manager. The Office Manager is usually responsible for and coordinates many office activities. Most Office Managers cooperate with other department heads. Promotion to a position such as Office Manager is usually dependent on educational background and demonstrated skills.

**Program cost is calculated at \$12.00 per unit for CA residents/\$121.00 per unit outside CA*

PRIVATE TRAINING PROGRAMS

WORLDWIDE EDUCATIONAL SERVICES
CLUB PLAZA, 1016 BIANCHI ROAD SUITE C-6
STOCKTON, CA 95207 (209) 951-1174

Management Trainee

Average time to complete program: 10 weeks
Approximate cost to complete: \$2,795.00
Other fees: \$300.00
Program requirements: "C" average or better
Prerequisites: Entrance exam
Open entry/open exit: Yes
What is received upon completion: Certificate
Target students: General community, Students with work experience

Worldwide Management Training program includes an overview of management trainee skills including Supervisory, Operational, and Human Relations areas, as well as Computer Applications. Occupations for which the students are trained include positions such as Hospitality, Retail Food Service, and Financial Services.

ALSO:

MTI COLLEGE OF BUSINESS & TECHNOLOGY, SACRAMENTO
(916) 339-1500

DEGREE PROGRAMS

CALIFORNIA STATE UNIVERSITY,
STANISLAUS
612 E. MAGNOLIA STREET
STOCKTON, CA 95202
(209) 467-5300

Business Administration

Program Length: 4 years (124units)
Approximate tuition cost:
\$5,124.00
Other fees: Textbook, housing,
parking, and other fees vary
Program requirements: 2.0 GPA or
better, completion of General Edu-
cation requirements
Prerequisites: High School diploma/
G.E.D.
Open entry/open exit: No
What is received upon completion:
Bachelor of Science Degree
Target students: Community College
transfer students, Adult Re-entry
students

The Bachelors of Science in Business Administration provides basic preparation for careers in Business Administration. Concentrations are available in the following areas:

Accounting, Management and
General Business

ALSO:

CHAPMAN UNIVERSITY, MODESTO
(209) 545-1234
MTI COLLEGE OF BUSINESS & TECHNOLOGY, SACRAMENTO (916) 339-1500
HEALD BUSINESS COLLEGE, STOCKTON
(209) 477-1114
HUMPHREY'S COLLEGE, STOCKTON
(209) 478-0800
UNIVERSITY OF THE PACIFIC, STOCK-
TON (209) 946-2211

FREIGHT, STOCK & MATERIAL MOVERS-HAND

CERTIFICATE/DIPLOMA PROGRAMS

GOODWILL INDUSTRIES OF SAN JOAQUIN VALLEY, INC
129 SOUTH GRANT STREET
STOCKTON, CA 95202 (209) 466-2311

Warehousing Occupations

Average time to complete program: 16 weeks

Approximate cost to enroll: Service fee: \$3000.00; we accept referrals from community agencies; a limited number of goodwill scholarships available.

Other fees: None

Program requirements: Successful completion, 91% attendance, completion of individual career goals

Prerequisites: Ability to lift 50 lbs., perform basic mathematical functions

Open entry/open exit: Yes

What is received upon completion: Certificate

Target students: Adults with employment barriers unemployed people, people with disabilities

The goal of this program is to prepare participants for entry-level employment as Assemblers, Material Movers, Packagers, Machine Feeders, Production Helpers, and Stock/Shipping Clerks. This is a 16-week training course and includes up to 8 hours per day of paid work for a total of 40 hours per week. Scholarships are available for students who qualify.

ALSO:

CAL-HUMAN DEVELOPMENT
CORP., STOCKTON
(209) 943-7671

CENTER FOR EMPLOYMENT
TRAINING, TRACY
(209) 830-9429

CENTER FOR EMPLOYMENT
TRAINING, SACRAMENTO
(916) 393-7401

WORLDWIDE EDUCATIONAL SER-
VICES, STOCKTON
(209) 951-1174

ADULT SCHOOL COURSES

TRACY ADULT SCHOOL
315 EAST ELEVENTH STREET
TRACY CA 95376
(209) 831-5034

Warehousing/Stock Keeping

Average time to complete program:
17 weeks

Approximate cost to enroll: \$25.00

Other fees: Book fees vary

Program requirements: "C" average
or better

Prerequisites: None

Open entry/open exit: No

What is received upon completion:
Certificate

Target students: Adults

This course prepares students for the more complex aspects of Warehousing/Stock keeping. Students will be assisted by demonstrations and lectures, small and large groupings, Media Presentations, Field trips, and Guest Speakers.

HOME HEALTH AIDES

COMMUNITY COLLEGE PROGRAMS

SAN JOAQUIN DELTA COMMUNITY COLLEGE

5151 PACIFIC AVENUE

STOCKTON CA 95207 (209) 954-5051

Care Provider Training

Average time to complete program: 1 semester (11 units)

Approximate tuition cost: *\$132.00/\$1,331.00

Other fees: Text fees, parking fees

Program requirements: "C" average or better

Prerequisites: High school diploma/G.E.D. or 18 years old Take assessment/
placement test & pass

Open entry/open exit: No

What is received upon completion: Certificate

Target students: High school graduates/G.E.D. recipients

Care Provider training prepares a student for entry-level positions in Residential Care Homes and job assisting Mental Health Professionals who provide out patient services and treatment to their residents. This program is a prerequisite for a Certification Program in which is mandated by California State Law.

**Program cost calculated at \$12.00 per unit for CA residents \$121.00 per unit outside CA (\$132.00/\$1,331.00)*

CERTIFICATE/DIPLOMA PROGRAMS

WORLD RELIEF

415 BENJAMIN HOLT DRIVE, SUITE B-4

STOCKTON CA 95207 (209) 474-9559

Home Health Aide/Certified Nurse Assistant/Dementia Care Specialist

Average time to complete program: 15 weeks (443 hours)

Approximate tuition cost: \$85.00 State Board Test

Other fees: Call school for more information

Program requirements: "C" average or better, 100% attendance, Call school for more information

Prerequisites: TB Testing, Must be a Refugee and possess ability to Read, Speak and write English, Fingerprinting, Must pass English test (5th grade)

Open entry/open exit: No

What is received upon completion: Certificate, State Board Approved

Target students: Adults who possess English as a second language

This course is approved by the State Department of Health Services to provide approximately 443 hours of instruction is required to be certified as a Certified Nurses Assistant, Home Health Aide, and Dementia Care Specialist.

ALSO:

TOUCHING FOR HEALTH,
STOCKTON (209) 953-8932

ADULT SCHOOL PROGRAMS

TRACY ADULT SCHOOL

315 EAST ELEVENTH STREET

TRACY, CA 95376

(209) 831-5034

Home Health Aide

Average time to complete program:
8 weeks

Approximate tuition cost: \$40.00

Other fees: Book fees vary

Program requirements: "C" average
or better

Prerequisites: Prior certification
from a California State approved
Nursing Assistant (C.N.A.) pro-
gram required

Open entry/open exit: No

What is received upon completion:
Certificate

Target students: Adults

In this Home Health Aide Certification class, students will learn to safely assist in the activities of daily living for the patient in his/her own home. Class includes Social, Psychological, Dietary, Personal Care, Laundry, Cleaning Considerations, and Clinical Practice.

HOST & HOSTESSES

RESTAURANT

COMMUNITY COLLEGE PROGRAMS

SAN JOAQUIN DELTA COLLEGE

5151 PACIFIC AVENUE

STOCKTON, CA 95207 (209) 954-5051

Culinary Arts (Certificate Program)

Average time to complete program: 1 or 3 semesters (8 or 38 units)

Approximate tuition cost: \$12.00 per unit CA Residents/\$121.00 per unit outside CA (\$456.00/\$4,598.00)

Other fees: Text book fees, parking fees, uniforms, supplies

Program requirements: "C" average or better

Prerequisites: High school diploma/G.E.D. or 18 years old/older, pass entrance exam

Open entry/open exit: No

What is received upon completion: Certificate

Target students: High school/G.E.D. recipients

The Culinary Arts program is designed for students interested in working in the Culinary Arts Industry as a career. Students will be prepared for employment in a variety of occupations within this industry, including Restaurant Cook, Institutional Cook, or Food Service Manager. An eight-unit Basic Culinary Arts Certificate program is available for students interested in basic principles of food preparation and service.

REGIONAL OCCUPATIONAL CENTER PROGRAMS

TRACY JOINT HIGH SCHOOL

315 EAST 11TH STREET

TRACY, CA 95376

(209) 831-5034

E-MAIL:

ADULTED@TRACY.K12.CA.US

Food Educational & Service Training (F.E.A.S.T.)

Average time to complete program:
2 years (24 months)

Approximate tuition cost: None

Other fees: None

Program requirements: "C" average
or better

Prerequisites: Interest in food service
industry

Open entry/open exit: No

What is received upon completion:
Certificate

Target students: Grades 11th & 12th.
Adults

Students who successfully complete this course learn entry-level skills to work as Host/Hostess, Bus person, or Pastry person. Instructions are provided in the history of the Hospitality industry, a variety of food preparation skills, catering activities, community, and school meals.

INDUSTRIAL

PRODUCTION MANAGERS

COMMUNITY COLLEGE PROGRAMS

SAN JOAQUIN DELTA COLLEGE
5151 N. PACIFIC AVENUE
STOCKTON, CA 95207 (209) 954-5051

Supervision & Management

Average time to complete program: 1 year (24-27 units)
Approximate tuition cost: *\$288.00-\$324.00 CA residents
Other fees: Text fees, parking fees
Program requirements: "C" average or better
Prerequisites: High School diploma/G.E.D. or 18 years old, Take assessment/
placement test
Open Entry/open exit: No
What is received upon completion: Certificate
Target students: High school graduates/G.E.D recipients/Re-entry students

This program prepares students to work as managers or supervisors in a variety of fields by teaching them concepts and skills such as Business Communications and Law, Techniques of Supervision Management, Accounting, and the use of Microcomputers enabling them to work as successful managers.

**Program cost is calculated at \$12.00 per unit for CA residents \$121.00 per unit outside CA*

ALSO:

CHAPMAN UNIVERSITY,
MODESTO (209) 545-1234
CALIFORNIA STATE UNIVERSITY,
STANISLAUS, (MCRC),
STOCKTON (209) 467-5300
MTI COLLEGE OF BUSINESS &
TECHNOLOGY, SACRAMENTO
(916) 339-1500
HEALD BUSINESS COLLEGE,
STOCKTON (209) 477-1114
HUMPHREY'S COLLEGE,
STOCKTON (209) 478-080

DEGREE PROGRAMS

UNIVERSITY OF THE PACIFIC
3601 PACIFIC AVENUE
STOCKTON, CA 95211-0197 (209) 946-2211

Business Administration

Average time to complete program: 4 years
Approximate tuition cost: \$20,350.00 per year
Other fees: Textbook, housing, parking and other fees vary
Program requirements: Maintain a 2.0 GPA or better
Prerequisites: High school diploma/G.E.D., meet admission requirements
Open entry/open exit: No
What is received upon completion: Bachelors of Science Degree
Target students: High school graduates/G.E.D. recipients

The Bachelor of Science in Business Administration offers concentrations in a wide variety of areas including Accounting, Finance, Business Law, Marketing, International Management, Entrepreneurship, Arts & Entertainment Management and general Business.

MEDICAL ASSISTANTS

CERTIFICATE/DIPLOMA PROGRAMS

ANDON COLLEGE

1201 NORTH EL DORADO STREET
STOCKTON CA 95202 (209) 462-8777

Medical Assistants

Average time to complete program: 31 weeks

Approximate tuition cost: \$6,373.00

Other fees: \$608.00 for uniforms, books, registration and insurance

Program requirements: Maintain a 2.0 GPA or better

Prerequisites: High school diploma/G.E.D. or Ability to Benefit Test, 18 years old/older

Open entry/open exit: No

What is received upon completion: CPR, injection, EKG & Venipuncture Certificates, Diploma of Graduation

Target students: Adults

This course prepares the student with the knowledge, skills, and techniques needed to function in medical or optometry offices, outpatient clinics, or hospitals in an entry-level position.

MTI BUSINESS COLLEGE OF STOCKTON, INC

6606 NORTH EL DORADO STREET
STOCKTON, CA 95207 (209) 957-3030

Medical Assistant II

Average time to complete program: 30 weeks (49 units)

Approximate tuition cost: \$5,305.00

Other fees: \$1,673.00 for Books & Supplies

Program requirements: Attain a 2.0 GPA or better to graduate

Prerequisites: High School diploma/G.E.D. or Ability to Benefit Test

Open entry/open exit: Classes start every 5 weeks

What is received upon completion: Diploma

Target students: Adults

Training in this program is geared toward teaching the interested student the necessary skills to work as an entry-level Medical Assistant in a private Doctor's office, clinic or in a hospital setting. Skills taught include medical courses, clinical theory, lab, phlebotomy, CPR, first aid, and office skills including Word Processing and Medical Manager Software.

ALSO:

COMMUNITY BUSINESS SCHOOL,
MODESTO (209) 529-3648

HUMPHREY'S COLLEGE,
STOCKTON (209) 478-0800

MTI BUSINESS COLLEGE,
STOCKTON, (209) 957-3030

MTI BUSINESS COLLEGE, SAC-
RAMENTO, (916) 339-1500

PACIFIC TECHNICAL INSTITUTE,
STOCKTON, (209) 952-0657

DEGREE PROGRAMS

HUMPHREY'S COLLEGE

6650 INGLEWOOD AVENUE
STOCKTON, CA 95207

Medical Office Technology

Average time to complete program:

1.5 or 3 years (6 or 12 quarters)

Approximate tuition cost: \$2,380
per quarter (12-16 units)

Other fees: (one-time) \$35.00 ap-
plication fee, book supplies,
\$350.00 per quarter

Program requirements: Maintain a
2.0 GPA or better

Prerequisites: High school diploma/
G.E.D.

Open entry/open exit: No

What is received upon completion:
Associates of Arts/Science Degree

Target students: Adults

This program emphasizes the development of office management and medical billing and coding skills. It emphasizes computer expertise and communication skills. Covers all basic office skills.

NURSE AIDE

COMMUNITY COLLEGE PROGRAMS

SAN JOAQUIN DELTA COLLEGE

5151 N PACIFIC AVENUE

STOCKTON, CA 95207

(209) 954-5051

Nurse Assistant

Average time to complete program: 1 semester (5 units)

Approximate tuition cost: \$60 CA residents. \$605 outside CA

Other Fees: parking, book fees, uniforms, supplies, medical exam, CPR, immunizations, liability insurance

Program requirements: "C" average or better; 80% attendance

Prerequisites: GED/ H.S. Diploma or 18 years or older; Pass entrance exam.

Open entry/open exit: No

What is received upon completion: Certificate

Target Students: High school graduates /GED recipients

This program is fully approved by the State Department of Health Services and students who complete the program are eligible to apply to take the state certification examination. A Certified Nurse Assistant is eligible for immediate employment in any acute care of skilled nursing facility to perform tasks under the supervision of a licensed nurse.

CERTIFICATE/DIPLOMA PROGRAMS

WORLD RELIEF

415 BEN HOLT SUITE B4

STOCKTON, CA 95207

(209) 952-1414

Certified Nurse Assistant

Average time to complete this program 15 weeks/443

Approximate tuition cost: No tuition cost, but \$85 State Board Test

Other fees: None

Program requirements: "C" average or better, 100% attendance

Prerequisites: Pass English test, TB testing, fingerprinting, must be a refugee and possess ability to read, speak, and write English

Open Entry/Open Exit: No

What is received upon completion: Certificate

Target Students: Adults w/ English as a second language

This course is approved by the State Department of Health Services to provide approximately 443 hours of instruction required to be certified as a Certified Nurses Assistant.

REGIONAL OCCUPATIONAL CENTER PROGRAMS

LODI CAREER

EDUCATION CENTER

421 S PLEASANT AVENUE

LODI, CA 95240

Pre-certification for Nurse Assistant

Average time to complete program: 13 weeks

Approximate tuition cost: \$25.00
Registration Fee

continues

NURSE AIDE

Other fees: \$65.00 fingerprinting

Program requirements: "C" average or better

Prerequisites: Pass physical, TB, PPD skin test. White uniform and shoes required for placement in hospitals, negative criminal screening.

Open entry/Open Exit: Yes

What is received upon completion: Certificate and eligibility to take State Exam.

Target Students: Grades 11-12th, Adults

This program is designed for adults working in a long-term care facility or those wishing to climb the ladder in Health care. Upon successful program completion the student will be eligible to take the state Department of Health certification test written/demonstrated skills. Students who successfully complete 100 hours in a hospital & 50 hours in classroom, pass all the modules and pass the state certification examination are qualified to work as certified nursing assistants.

ALSO:

CHARLES M WEBER INSTITUTE
STOCKTON (209) 953-4602

ADULT SCHOOL PROGRAMS

TRACY ADULT SCHOOL

315 E 11TH STREET

TRACY, CA 95376

(209) 831-5034

Nursing Assistant

Average time to complete program:
8 weeks

Approximate tuition cost: \$40.00

Other fees: Books

Program requirements: "C" average
or better

Prerequisites: None

Open Entry/Open Exit: No

What is received upon completion:
Certificate

Target Students: Adults

This class instructs students in basic principles of nurse assisting. The course prepares students for obtaining a nursing assistant certificate.

ALSO:

MANTECA ADULT SCHOOL,
MANTECA (209) 825-3100

PARALEGAL PERSONNEL

DEGREE PROGRAMS

HUMPHREY'S COLLEGE

6650 INGLEWOOD AVENUE

STOCKTON, CA 95207 (209) 478-0800

INTERNET: WWW.HUMPHREYS.EDU

Paralegal

Average time to complete program: 3-4 years (12 quarters)

Approximate tuition cost: \$2,268.00 per quarter

Other fees: \$350.00 per quarter, books & supplies, \$20.00 application fee

Program requirements: 2.0 GPA or better

Prerequisites: High S

chool diploma/G.E.D.

Open entry/open exit: No

What is received upon completion: Bachelor of Science

Target students: Adults

Paralegals assist lawyers by doing research in the preparation of lawsuits and/or legal documents as a career professional. Paralegals may also gather research data for use as evidence to formulate defense or to initiate legal action.

CERTIFICATE/ DIPLOMA PROGRAMS

HUMPHREY'S COLLEGE

6650 INGLEWOOD AVENUE

STOCKTON, CA 95207

(209) 478-0800

INTERNET:

WWW.HUMPHREYS.EDU

Paralegal (Certificate Program)

Average time to complete program:
12 months (4 quarters)

Approximate tuition cost:

\$9,072.00 (2,268 per quarter);

\$20.00 application fee, \$350.00

per quarter books and supplies.

Program requirements: "C" average
or better

Prerequisites: High school diploma
or G.E.D.

Open entry/open exit: No

What is received upon completion:
Certificate

Target students: Adults

This 12 month program includes eight core classes to prepare students to become more effective and valuable as paralegals. Prepare students to become more effective and valuable as paralegals.

PHYSICAL THERAPY AIDES

CERTIFICATE/DIPLOMA PROGRAMS

ANDON COLLEGE

1201 NORTH EL DORADO STREET

STOCKTON, CA 95202-2090 462-8777

Rehabilitation Services Aide

Average time to complete program: 30 weeks

Approximate tuition cost: \$6,512.00

Other fees: \$478.00

Program requirements: Maintain a 2.0 GPA or better

Prerequisites: High School diploma/G.E.D. or 18 years old/older, pass ability to benefit test

Open entry/open exit: No

What is received upon completion: Diploma, CPR card

Target students: Adults

The objective of the Rehabilitation Service Aide program is to prepare the student with knowledge, skills and work habits needed to secure an entry-level position as an aide or technician in medical rehabilitation facilities, hospitals, clinics, or private practices offices.

RESIDENTIAL COUNSELORS

COMMUNITY COLLEGE PROGRAMS

SAN JOAQUIN DELTA COLLEGE

5151 PACIFIC AVENUE

STOCKTON, CA 95207 (209) 954-5151

Human Service Worker (Certificate Program)

Average time to complete program: 3-4 semesters (30-34 units)

Approximate tuition cost: \$12.00 per unit CA residents/\$121.00 per unit out-side CA (\$306.00/\$3,630.00)

Other fees: Text fees, parking fees

Program requirements: "C" average or better

Prerequisites: High school diploma/G.E.D. or 18 years old/older, pass entrance exam

Open entry/open exit: No

What is received upon completion: Certificate

Target students: High school graduates/G.E.D. recipients

This program is designed to train people to work as Paraprofessional Counselors or Non-licensed Practitioners performing duties as Counselor Aides in a variety of Community Social Service Agencies. Concentrations are available in the areas of Family Abuse, Gerontology, and Substance Abuse.

CERTIFICATE/DIPLOMA PROGRAMS

UNIVERSITY OF THE PACIFIC

CENTER FOR PROFESSIONAL
AND CONTINUING EDUCATION

3601 PACIFIC AVENUE

STOCKTON, CA 95211

Drug & Alcohol Counselor Certificate Program

Average time to complete program:
9 months (9 Units)

Approximate tuition cost: \$1,995
plus \$50 application fee

Other fees: Textbooks and other
materials

Program requirements: "C" average and 100% attendance

Prerequisites: H.S. Diploma/GED

Open entry/Open Exit: No

What is received upon completion:
Certificate

Target Students: Adults currently
working in the substance abuse
field; Recovering drug addicts

The University of the Pacific's Drug and Alcohol Counselor Certification Program is designed to provide participants with the skills necessary to counsel clients in a recovery process that leads to a drug and alcohol free lifestyle. Competency in the areas of screening, intake, assessment, treatment planning, individual as well as group counseling, case management, crisis intervention, client education, referral, community resources, special issues (such as women's and health issues) and consultation are taught.

SALES AGENTS

& PLACERS-INSURANCE

CERTIFICATE/DIPLOMA PROGRAMS

WORLDWIDE EDUCATIONAL SERVICES

CLUB PLAZA, 1016 BIANCHI RD. #C-6

STOCKTON CA 95210 (209) 951-1174

Customer Service Representative

Average time to complete program: 5–8 weeks

Approximate tuition cost: \$1,250.00–\$2,250.00

Program requirements: "C" average or better

Prerequisites: Entrance assessment, some clerical knowledge

Open entry/open exit: Yes

What is received upon completion: Certificate

Target students: General community

Worldwide Education offers this program to students who are interested in working in customer service positions in retail, financial service and the service industry.

SYSTEMS ANALYSTS, ELECTRONIC DATA PROCESSING

SAN JOAQUIN DELTA COMMUNITY COLLEGE

SAN JOAQUIN DELTA COLLEGE

5151 PACIFIC AVENUE

STOCKTON CA 95207 (209) 954 5051

Computer Science

Average time to complete program: 2 years (60-82 units)

Approximate tuition cost: \$720.00/\$7,260.00

Other fees: Text fees

Program requirements: "C" average or better

Prerequisites: Vary by course

Open entry/open exit: No

What is received upon completion: Associate of Science

Target students: High school graduates/G.E.D. recipients

Students majoring in this field can choose from courses in the following areas of computer science: Programming, software applications, operating systems, databases and the Internet.

*Program cost is calculated at \$12.00 per unit for CA residents/\$121.00 per unit outside CA (\$720.00/\$7,260.00)

CERTIFICATE/DIPLOMA PROGRAMS

COMPUVISTA BUSINESS INSTITUTE

306 E. MAIN STREET

STOCKTON, CA 95202 (209) 462-9300

Network Engineer

Average time to complete program: 6 months

Approximate tuition cost: \$7,925.00

Other fees: \$75.00 registration fee

Program requirements: Pass tests at 80% or above for software, 85% or above for networking

Prerequisites: Basic math, reading & writing level

Open entry/open exit: Yes

What is received upon completion: Certificate

Target students: Adults

This program is designed to train students in the best troubleshooting and administrative techniques for either the Novell or Microsoft® Netware Network. This course covers Netware Operating Systems, concepts of data communications, networking connectivity, installing, and maintaining Netware networks.

continues, next page

SYSTEMS ANALYSTS, ELECTRONIC DATA PROCESSING

ALSO:

HEALD BUSINESS COLLEGE, STOCKTON (209) 477-1114
MTI COLLEGE OF BUSINESS & TECHNOLOGY, SACRAMENTO
(916) 339-1500
NATIONAL TRAINING INSTITUTE, STOCKTON (209) 472 0900

DEGREE PROGRAMS

UNIVERSITY OF THE PACIFIC
3601 PACIFIC AVENUE
STOCKTON, CA 95211 (209) 946-2211
Computer Information Systems

Program length: 4 years

Approximate tuition cost: \$20,350 per year

Other fees: Textbook, housing, parking, and other fees vary

Program requirements: 2.0 GPA or better, completion of general education requirements

Prerequisites: High school diploma/G.E.D.

Open entry/open exit: No

What is received upon completion: Bachelor of Science Degree

Target students: High School graduates/G.E.D. recipients

The Computer Information Systems major includes the foundation courses that provide the essentials of the Computer Science program with applications to business systems. The program includes courses in Computer Science, as well as business, mathematics, economics and English.

ALSO:

CHAPMAN UNIVERSITY, MODESTO
(209) 545-1234
MTI COLLEGE OF BUSINESS & TECHNOLOGY, SACRAMENTO (916) 339-1500
HEALD BUSINESS COLLEGE, STOCKTON (209) 477-1114
HUMPHREY'S COLLEGE, STOCKTON
(209) 478-0800
CALIFORNIA STATE UNIVERSITY
STANISLAUS (MCRC), STOCKTON
(209) 467-5300

TEACHERS–SPECIAL EDUCATION

DEGREE PROGRAMS

CALIFORNIA STATE UNIVERSITY, STANISLAUS-STOCKTON
612 E MAGNOLIA STREET
STOCKTON, CA 95202
(209) 467-5300

Liberal Studies

Program Length: 2-3 years

Approximate Tuition Cost: 0-6 Units @ 532.50; 7 Units and above @ 852.50

Other Fees: Textbooks, housing, parking and other fees vary

Program Requirements: 2.0 GPA or better; Completion of all required courses and units

Prerequisites: Completion of lower division general education and pre-major courses

Open entry/Open exit: No

What is received upon completion: Bachelor of Arts Degree

Target Students: Community college transfer students and adult re-entry students

The Bachelor of Arts degree program in Liberal studies is a multidisciplinary curriculum enabling students to pursue general education in the following academic areas: arts-humanities, English-speech, mathematics-science, and social sciences.

UNIVERSITY OF THE PACIFIC
3601 PACIFIC AVENUE
STOCKTON, CA 95211
(209) 946-2211

Liberal Studies/Diversified Major

Program length: 4 years

Approximate tuition cost: \$19,000 per school year

Other fees: Textbook, housing, parking and various other fees

Program Requirements: 2.0 GPA or better; Complete at least 30 Units of General Education courses.

Prerequisites: GED/HS Diploma and meet admissions requirements

Open entry/Open exit: No

What is received upon completion: Bachelor of Arts Degree

Target Students: High School graduates/GED recipients

Through this program students who plan to teach in self-contained classrooms typically grades K-6 can qualify for candidacy for the Multiple Subject Teaching Credential program upon graduation.

WAITERS & WAITRESSES

REGIONAL OCCUPATIONAL CENTER PROGRAMS

TRACY JOINT UNION HIGH SCHOOL

315 EAST ELEVENTH STREET

TRACY CA 95376 (209) 831-5034

Food Educational & Service Training (F.E.A.S.T.)

Average time to complete program: 2 years (24 months)

Approximate tuition cost: None

Other fees: None

Program requirements: "C" average or better

Prerequisites: Interest in the Food Service Industry

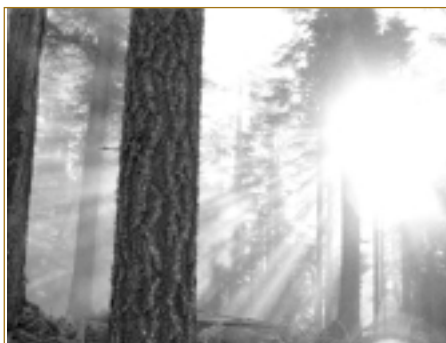
Open entry/open exit: No

What is received upon completion: Certificate

Target students: 11th & 12th grade students, Adults

Students who successfully complete this course and learn entry-level skills to work as Host/Hostess, Bus-person, or Pastry Person. Instruction is provided in the history of the hospitality industry, a variety of Food Preparation Skills, Catering Activities, Community and School meals.





San Joaquin County
WORKNET

EMPLOYMENT • EDUCATION
 ECONOMIC DEVELOPMENT

888.512.WORK (9675)
 WWW.SJCWORKNET.ORG



**STOCKTON
 WORKNET CENTER**

- 850 N. Hunter St.
 Stockton, CA 95202
 468-3500
- 135 W. Fremont Street
 Stockton, CA 95202
 948-7856

**SAN JOAQUIN
 DELTA COLLEGE
 WORKNET CENTER**

- 5405 N. Pershing
 Stockton, CA 95207
 870-7000

**LODI
 WORKNET CENTER**

- 631 E. Oak St.
 Lodi, CA 95240
 333-5319

**MANTECA
 WORKNET CENTER**

- 1783 W. Yosemite Ave.
 Manteca, CA 95336
 825-1300

**TRACY
 WORKNET CENTER**

- 213 W. 11th St.
 Tracy, CA 95376
 833-1018

**CONWAY HOMES
 WORKNET CENTER**

- 2633 Arizona St.
 Stockton, CA 95206
 946-1240

**GOODWILL
 WORKNET CENTER**

- 129 South Grant St.
 Stockton, CA 95202
 466-2311

**CHDC
 WORKNET CENTER**

- 2607 A Wigwam
 Stockton, CA 95205
 953-7350

**FREMONT FAMILY
 WORKNET CENTER**

- 939 D St.
 Stockton, CA 95205
 953-7391
 (Center opens at 3 p.m.)

San Joaquin County Occupational Outlook 2001-2002

TRAINING OPPORTUNITIES

FOR OCCUPATIONS STUDIED IN 1999



ACCOUNTS & AUDITORS

COMMUNITY COLLEGE PROGRAMS

SAN JOAQUIN DELTA COMMUNITY COLLEGE

5151 PACIFIC AVENUE

STOCKTON CA 95207 (209) 954-5051

Accounting-Associate of Science Degree

Average time to complete program: 2 years (64-69 units)

Approximate tuition cost: (\$780.00/\$7,865.00)

Other fees: Text fees

Program requirements: "C" average or better

Prerequisites: High School diploma/G.E.D. or 18 years old/older, Reading requirement Level II, Take Assessment/Placement Test

Open entry/open exit: No

What is received upon completion: Associate of Science Degree

Target students: High school graduates/G.E.D. recipients

A four-semester program that results in an A.S. Degree with a major in accounting. The program prepares students for entry level accounting jobs.

**Program cost is calculated at \$12.00 per unit for CA residents/\$121.00 per unit outside CA*

DEGREE PROGRAMS

HUMPHREY'S COLLEGE

6650 INGLEWOOD AVENUE

STOCKTON CA 95207

(209) 478-0800

Accounting

Average time to complete program: 1.5 to 3 years (6 to 12 quarters)

Approximate tuition cost:
\$2,380.00 (12-16 units)

Other fees: books, Supplies
(\$350.00 per quarter), Application fee (one-time) \$35.00

Program requirements: Maintain a 2.0 GPA or better

Prerequisites: High school diploma/G.E.D.

Open entry/open exit: No

What is received upon completion:
Associates of Arts/Associates of Science or Bachelors of Science Degree

Target students: Adults

The Accounting program gives the students the educational requirements in accounting theory, practice and auditing in preparation for a career as a Certified Public Accountant (CPA), a financial/management accountant in private business or as a governmental accountant.

ALSO:

CALIFORNIA STATE UNIVERSITY STANISLAUS, STOCKTON
(209) 467-5300

UNIVERSITY OF THE PACIFIC, STOCKTON (209) 946-2211

CORRECTION

OFFICERS & JAILERS

COMMUNITY COLLEGE

SAN JOAQUIN DELTA COMMUNITY COLLEGE

5151 PACIFIC AVENUE

STOCKTON, CA 95207 (209) 954-5051

Correctional Science-Associate of Sciences

Average time to complete program: 2 years (60-61 units)

Approximate tuition cost: *\$720.00-\$7,260.00

Other fees: Text fees

Program requirements: "C" average or better

Prerequisites: High School diploma/G.E.D. or 18 years old/older

Open entry/open exit: No

What is received upon completion: Associate of Science Degree

Target students: High school/G.E.D. recipients

Correctional officers and Supervisors are responsible for the custody and supervision of wards that are involved in work assignments and recreational activities at local or state correctional facility.

Program cost is calculated at \$12.00 per unit for CA residents/\$121 per unit outside CA

REGIONAL OCCUPATIONAL CENTER PROGRAMS

LINDBERGH EDUCATIONAL CENTER

311 EAST NORTH

MANTECA, CA 95336 (209) 825-3100

Careers in Law Enforcement

Average time to complete program: 1 year

Approximate tuition cost: None

Other fees: None

Program requirements: "C" average or better

Prerequisites: None

Open entry/open exit: Yes

What is received upon completion: Certificate

Target students: 11th & 12th grade students, Adults

This course is designed for students who are interested in learning what is required to enter the field of law enforcement. Students will receive an introduction to preliminary criminal investigation, search and seizure laws legal aspects of evidence, police report writing, juvenile and criminal law, administration of justice components, community inter-agency policing, the California court system, ethics, etc.

DEGREE PROGRAMS

CSU STANISLAUS-STOCKTON

612 MAGNOLIA STREET

STOCKTON, CA 95202

(209) 467-5300

Criminal Justice

Average time to complete program: 2-3 years (124 total units) Minimum (54 units) at CSU Stanislaus for community college transfer students

Approximate tuition cost: 0-6 units= \$532.50, 7 units or above=\$852.50

Other fees: Textbook, housing, parking fees vary

Program requirements: Completion of all units and required courses

Prerequisites: Completion of lower division general education and pre-major courses

Open entry/open exit: No, apply for admissions, meet all program prerequisites

What is received upon completion: Bachelor of Arts Degree (B.A.)

Target students: Community College transfer students, and Adult re-entry students

The Bachelor of Arts program in Criminal Justice offers concentrations in the following areas: Corrections, Law Enforcement, and Liberal studies

DENTAL ASSISTANTS

CERTIFICATE/DIPLOMA PROGRAMS

ANDON COLLEGE

1202 NORTH EL DORADO STREET

STOCKTON, CA 95202 (209) 462-8777

Dental Assistant

Average time to complete program: 33 weeks

Approximate tuition cost: \$6,975.00

Other fees: \$522.00 uniforms, books, registration, insurance

Program requirements: Maintain a 2.0 GPA or better

Prerequisites: High school diploma/G.E.D. or 18 years old/older or Ability to Benefit Test

Open entry/open exit: Yes

What is received upon completion: X-ray certificate, CPR card, eligibility to take the state board exam of registered dental assistants, Diploma of Graduation

Target students: Adults

This course prepares the student to secure an entry-level position in the occupations and job titles to which the program is represented to lead and to be eligible to site for the Licensed Registered Dental Assistant exams.

REGIONAL OCCUPATIONAL CENTER PROGRAMS

LODI CAREER CENTER

421 SOUTH PLEASANT AVENUE

LODI, CA 95240 (209) 331-7616

Dental Assistant

Average time to complete program: 9 months

Approximate tuition cost: None

Other fees: \$25.00 registration fee per semester for adults, \$25.00 one-time materials fee for adults, \$50.00 book fee

Program requirements: "C" average or better

Prerequisites: Pass T.B. test

Open entry/open exit: Yes

What is received upon completion: Certificate of Completion, CA Radiation Safety Certificate

Target students: 11th & 12th grade students, Adults

This program provides training in "four-handed" dentistry, study model, dental materials, sterilization and dental instrumentation. The opportunity to learn dental x-ray techniques through an approved California Radiation Safety course is also available.

Successful completion of x-ray course will certify the student to take dental x-rays in the state of California.

EDUCATIONAL

ADMINISTRATORS

DEGREE PROGRAMS

CHAPMAN UNIVERSITY

3600 SISK ROAD, SUITE 5A

MODESTO, CA 95356

(209) 545-1234

Administrative Services Credentials

Average time to complete program: 1 year

Approximate tuition cost: \$270 per unit

Other Fees: \$40.00 application fee

Program Requirements: "B" average or better

Prerequisites: Baccalaureate degree, teaching credential

Open entry/Open exit: Yes

What is received upon completion: Preliminary Administrative
Services Credentials

Target Students: Current teachers

FIREFIGHTERS

REGIONAL OCCUPATIONAL CENTER PROGRAMS

LODI CAREER CENTER

421 SOUTH PLEASANT AVENUE

LODI, CA 95240 (209) 331-7616

Fire Science

Average time to complete program: 9 months

Approximate tuition cost: None

Other fees: \$25.00 registration fee for each semester is due upon enrollment.
For your safety, pants and shoes will be required when performing manipulative assignments. Additional textbook and/or lab fees may be required

Program requirements: None

Prerequisites: A grade of 85% meets the classroom portion of the State Certification for Fire Fighter I

Open entry/open exit: Yes

What is received upon completion: Certificate/3 units of transferable credit to Delta

Target students: 11th & 12th grade students, Adults

Basic Fire Fighting knowledge and skills concerning equipment, fire chemistry, rescue apparatus, first aid, CPR, and testing procedures for job placement are obtained through classroom and community classroom activities.

LEGAL SECRETARIES

CERTIFICATE/DIPLOMA PROGRAMS

MTI BUSINESS COLLEGE OF STOCKTON, INC.

6006 NORTH EL DORADO STREET

STOCKTON, CA 95207 (209) 957-3030

Legal Secretary

Average time to complete program: 36 weeks (77 units)

Approximate tuition cost: \$5,755.00

Other fees: \$1,206.00 Books & Supplies

Program requirements: Maintain a 2.0 GPA or better to graduate

Prerequisites: High school diploma/G.E.D. or Ability to Benefit Test

Open entry/open exit: Yes

What is received upon completion: Diploma

Target students: Adults

Students enrolling in the Legal Secretary program are prepared for employment as a Legal Secretary at entry-level. Skills taught are similar to that of basic secretarial skills with an emphasis in legal office and management techniques. Students learn general office procedures, word processing, spreadsheets and bookkeeping.

ALSO:

HEALD COLLEGE, STOCKTON (209) 477-1114

NATIONAL TRAINING INSTITUTE, STOCKTON (209) 472-0900

WORLDWIDE EDUCATIONAL SERVICES, STOCKTON (209) 951-1174

DEGREE PROGRAMS

HUMPHREY'S COLLEGE

6650 INGLEWOOD AVENUE

STOCKTON, CA 95207

(209) 478-0800

Legal Office Administration

Average time to complete program:
1 year (4 quarters)

Approximate tuition cost:
\$2,380.00 per quarter (12-16
units)

Other fees: \$350.00 per quarter
(Books & Supplies), Application fee
(one-time) \$35.00

Program requirements: Maintain a
2.0 GPA or better

Prerequisites: High school diploma/
G.E.D.

Open entry/open exit: No

What is received upon completion:
Certificate

Target students: Adults

This program covers Department of Legal Secretarial Skills. Emphasizes computer expertise. Covers all basic office skills.

LICENSED

VOCATIONAL NURSES

COMMUNITY COLLEGE

SAN JOAQUIN DELTA COMMUNITY COLLEGE

5151 PACIFIC AVENUE

STOCKTON, CA 95207 (209) 954-5051

Licensed Vocational Nurses

Average time to complete program: 2 years (60 units)

Approximate tuition cost: *\$720.00, books fees, uniforms, supplies, medical exams, CPR, immunizations, liability insurance

Program requirements: "C" average or better

Prerequisites: High School diploma/G.E.D., 18 years old/older, take assessment/placement test, pass entry exam, Human Biology or Human Anatomy or Anatomy and Physiology, Medical Terminology and Speech, Human Development, Introduction to Psychology

Open entry/open exit: No

What is received upon completion: Associate of Arts

Target students: High school graduates/G.E.D. recipients

The program for licensed Vocational Nurse offers courses in such topics as medical/surgical nursing, and acute, intensive, and critical care nursing.

**Program cost is calculated at \$12.00 per unit for Ca residents/\$121.00 per unit outside CA (\$720.00/\$7,260.00)*

Open entry/open exit: No, must apply for admission and meet program prerequisites

What is received upon completion: Bachelor of Science in Nursing Degree (BSN)

Target students: Community College transfer students, Adult re-entry students

The nursing major provides the students with the broadened educational base necessary both for professional practice and for pursuing a graduate education in nursing. This program is accredited by the National League for Nursing (NLN).

DEGREE PROGRAMS

CALIFORNIA STATE UNIVERSITY STANISLAUS-STOCKTON

612 EAST MAGNOLIA STREET

STOCKTON, CA 95202 (209) 467-5300

Licensed Vocational Nurses

Average time to complete program: 2-3 years (124 units), Minimum (54 units) at CSU Stanislaus for Community College Transfer Students

Approximate tuition cost: (0-6 units) \$532.50, (7 units or above) \$852.50

Other fees: Textbooks, housing, parking, and other fees

Program requirements: Maintain a 2.0 GPA or better, completion of all required courses and units

Prerequisites: Completion of lower division general education and pre-major courses

LOAN OFFICERS & COUNSELORS

COMMUNITY COLLEGE PROGRAMS

SAN JOAQUIN DELTA COMMUNITY COLLEGE
5151 PACIFIC AVENUE
STOCKTON, CA 95207 (209) 954-5051

Business & Commerce

Average time to complete program: 2 years (60 units)

Approximate tuition cost: *\$720.00/\$7,260.00

Other fees: Book fees

Program requirements: "C" average or better

Prerequisites: High School diploma/G.E.D. or 18 years old/older, Take Assessment/Placement Test

Open entry/open exit: No

What is received upon completion: Associate of Arts

Target students: High school graduates/G.E.D. recipients/Re-entry students

This program prepares the student for the administration and management of businesses. Courses offered in this major include accounting, business communication, business law, management principals and software applications.

**Program cost is calculated at \$12.00 per unit for CA residents/\$121.00 per unit outside CA (\$720.00/\$7,260.00)*

CERTIFICATE/DIPLOMA PROGRAMS

CALIFORNIA CAREER COLLEGE
977 WEST CENTER, SUITE 3
MANTECA, CA 95337 (209) 239-1700

Mortgage Banking/Finance

Average time to complete program: 14 weeks

Approximate tuition cost: \$5,315.00

Other fees: \$180.00 (registration fee)

Program requirements: Course completion, 70% attendance or better to pass the course final exam

Prerequisites: Interview with the Admissions Dept.

Open entry/open exit: No

What is received upon completion: Diploma

Target Students: Adults

This program of combined real estate principles and mortgage banking provides the student with basic training to enter the field of real estate loan officer/processor. The program focuses on the principles and practices of real estate as approved by the California Department of Real Estate. Exam practice and pre-testing is included. This program also includes computer training module and an optional job development workshop.

DEGREE PROGRAMS

CALIFORNIA STATE UNIVERSITY
STANISLAUS-STOCKTON
612 EAST MAGNOLIA STREET
STOCKTON, CA 95202
(209) 467-5300

Business Administration (Finance)

Average time to complete program: 2-3 years (124 units), Minimum (54 units) at CSU Stanislaus for Community College Transfer Students

Approximate tuition cost: (0-6 units) \$532.50, (7 units or above) \$852.50

Other fees: Textbooks, housing, parking, and other fees vary.

Program requirements: Maintain a 2.0 GPA or better, completion of all required courses and units

Prerequisites: Completion of lower division general education and pre-major courses

Open entry/open exit: No, must apply for admission and meet program prerequisites

What is received upon completion: Bachelor of Science Degree

Target students: Community College transfer students, Adult re-entry students

The Bachelors of Science in Business Administration provides basic preparation for careers in business Administration. Concentrations are available in the following areas: Accounting, Management and General Business.

ALSO:

HEALD COLLEGE, STOCKTON
(209) 477-1114

HUMPHREY'S COLLEGE, STOCKTON
(209) 478-0800

UNIVERSITY OF THE PACIFIC,
STOCKTON (209) 946-2211

MACHINISTS

COMMUNITY COLLEGE PROGRAMS

SAN JOAQUIN DELTA COMMUNITY COLLEGE

5151 PACIFIC AVENUE

STOCKTON, CA 95207 (209) 954-5051

Machine Shop Technology

Average time to complete program: 4 semesters (48 units)

Approximate tuition cost: *\$576.00/\$5,808.00

Other fees: Book fees vary

Program requirements: "C" average or better

Prerequisites: High School diploma/G.E.D. or 18 years old/older

Open entry/open exit: No

What is received upon completion: Certificate

Target students: High school graduates/G.E.D. recipients

This program provides the necessary knowledge and skills to enter the trades by developing skills in the operation of the lathe, milling machine, and CNC equipment.

**Program cost is calculated at \$12.00 per unit for CA residents/\$121.00 per unit outside CA (\$576.00/\$5,808.00)*

MECHANICAL ENGINEERS

DEGREE PROGRAMS

UNIVERSITY OF THE PACIFIC

3601 PACIFIC AVENUE

STOCKTON, CA 95211 (209) 946-2211

Mechanical Engineer

Average time to complete program: 4 years

Approximate tuition cost: \$20,350.00 per year

Other fees: Textbook, housing, parking, and other fees vary

Program requirements: Maintain a 2.0 GPA or better, completion of General Education requirements

Prerequisites: High School diploma/G.E.D.

Open entry/open exit: No

What is received upon completion: Bachelor of Arts Degree

Target students: High school graduates/G.E.D. recipients

This program prepares the graduate to enter the profession as a competent mechanical engineer or to pursue graduate level studies to meet the standards established by the Accrediting Board for Engineering and Technology (ABET).

MEDICAL SECRETARIES

DEGREE PROGRAMS

HUMPHREY'S COLLEGE

6650 INGLEWOOD AVENUE

STOCKTON, CA 95207 (209) 478-0800

A.A./A.S. Medical Office Administration

Average time to complete program: 1.5 to 3 years (6 to 12 quarters)

Approximate tuition cost: \$2,380.00 per quarter (12-16 units)

Other fees: Book supplies (\$350.00 per quarter), Application fee (one-time) \$35.00

Program requirements: Maintain a 2.0 GPA or better

Prerequisites: High School diploma/G.E.D.

Open entry/open exit: No

What is received upon completion: A.A./A.S. Degree

Target students: Adults

This program offers development of medical billing and coding skills and office management skills. Emphasizes computer expertise and communication skills. Covers all basic office skills.

ALSO:

HEALD COLLEGE, STOCKTON (209) 477-1114

REGIONAL OCCUPATIONAL CENTER PROGRAMS

LINDBERGH EDUCATIONAL CENTER

311 EAST NORTH STREET

MANTECA, CA 95336 (209) 825-3100

Hospital Health Careers

Average time to complete program: 1 year

Approximate tuition cost: None

Other fees: None

Program requirements: "C" average or better

Prerequisites: None

Open entry/open exit: Yes

What is received upon completion: Certificate

Target students: 11th & 12th grade students, Adults

This is a course in which students will learn basic hospital occupational skills, medical law, and ethics. Clinical observations and experiences will occur in many departments within the hospital, as well as a classroom-centered phase where basic medical science and current medical topics will be covered.

ALSO:

CHARLES M. WEBER INSTITUTE,
STOCKTON (209) 953-4602

LODI CAREER CENTER, LODI
(209) 331-7616

ADULT SCHOOL PROGRAMS

MANTECA SCHOOL FOR ADULTS

311 EAST NORTH STREET

MANTECA, CA 95336

(209) 825-3100

Medical Terminology I and II

Average time to complete program:
3 months

Approximate tuition cost: \$10.00

Other fees: Textbook fees

Program requirements: "C" average
or better

Prerequisites: None

Open entry/open exit: Yes

What is received upon completion:
Certificate

Target students: Manteca Unified
School District, Adult residents

In this course, students are introduced to Medical Terminology, as well as current resources for any medical paraprofessionals. Human Anatomy and Physiology, Diagnostic Tests, Drugs, Surgery, Medical Reports, Dictation, Ethics, and Philosophies will be presented.

PERSONNEL, TRAINING & LABOR RELATIONS MANAGERS

DEGREE PROGRAMS

CALIFORNIA STATE UNIVERSITY, STANISLAUS-STOCKTON
612 EAST MAGNOLIA STREET
STOCKTON, CA 95202 (209) 467-5300

Business Administration

Average time to complete program: 2-3 years (124 units), Minimum (54 units)
at CSU Stanislaus for Community College Transfer Students

Approximate tuition cost: (0-6 units) \$532.50, (7 units or above) \$852.50

Other fees: Textbooks, housing, parking, and other fees vary

Program requirements: Maintain a 2.0 GPA or better, completion of all required courses and units

Prerequisites: Completion of lower division general education and pre-major courses

Open entry/open exit: No, must apply for admission and meet program prerequisites

What is received upon completion: Bachelor of Science Degree

Target students: Community College transfer students, Adult re-entry students

The Bachelors of Science in Business Administration provides basic preparation for careers in business Administration. Concentrations are available in the following areas: Accounting, Management and General Business.

Master of Business Administration

Average time to complete program:
2 years

Approximate tuition cost: \$636.00
per unit

Other fees: Textbook, housing,
parking and other fees vary

Program requirements: Contact
school for information

Prerequisites: Undergraduate Degree, Economics, GMAT, with
courses in computer science, statistics and college math or calculus

Open entry/open exit: No

What is received upon completion:
Master of Business Administration
Degree

Target students: College graduates

The UOP M.B.A. program is designed to train the managers of the 21st century. The rigorous and intellectually challenging course work goes beyond the traditional business school curriculum to emphasize important managerial skills like leadership, innovation, communication and global perspective.

ALSO:

HEALD COLLEGE, STOCKTON
(209) 477-1114

HUMPHREY'S COLLEGE,
STOCKTON (209) 478-0800

POLICE PATROL OFFICERS

COMMUNITY COLLEGE PROGRAMS

SAN JOAQUIN DELTA COMMUNITY COLLEGE

5151 PACIFIC AVENUE

STOCKTON, CA 95207 (209) 954-5051

Police Basic (POST) Academy

Average time to complete program: 2 semesters (20 units)

Approximate tuition cost: *\$552.00/\$5,566.00

Other fees: Books fees, parking fees

Program requirements: "C" average or better

Prerequisites: High school diploma/G.E.D. or 18 years old/older

Open entry/open exit: No

What is received upon completion: Certificate

Target students: High school graduates/G.E.D. recipients

The San Joaquin Delta College Basic Peace Officer Academy is certified by the California Commission on Peace Officer Standards and Training (POST) to present a law enforcement program provides training for men and women who wish to pursue a career in the fields of Law Enforcement. It offers practical and technical instruction to meet the requirements of various law enforcement agencies and provides the student with the basic knowledge and techniques to work in police department.

**Program cost is calculated at \$12.00 per unit for CA residents/\$121.00 per unit outside CA (\$552.00/\$5,566.00)*

DEGREE PROGRAMS

CALIFORNIA STATE UNIVERSITY,
STANISLAUS-STOCKTON

612 EAST MAGNOLIA STREET

STOCKTON, CA 95202 (209)

467-5300

Criminal Justice

Average time to complete program:
2-3 years (124 units), Minimum
(54 units) at CSU Stanislaus for
Community College Transfer Stu-
dents

Approximate tuition cost: (0-6
units) \$532.50, (7 units or above)
\$852.50

Other fees: Textbooks, housing,
parking, and other fees vary

Program requirements: Maintain a
2.0 GPA or better, completion of
all required courses and units

Prerequisites: Completion of lower
division general education and pre-
major courses

Open entry/open exit: No, must
apply for admission and meet pro-
gram prerequisites

What is received upon completion:
Bachelor of Arts Degree

Target students: Community Col-
lege transfer students, Adult re-en-
try students

The Bachelor of Arts program in
Criminal Justice offers concentra-
tions in the following areas: Cor-
rections, Law Enforcements, and
Liberal Studies.

REGISTERED NURSES

COMMUNITY COLLEGE PROGRAMS

SAN JOAQUIN DELTA COMMUNITY COLLEGE

5151 PACIFIC AVENUE

STOCKTON, CA 95207 (209) 954-5051

Registered Nurse

Average time to complete program: 2 years (60 units)

Approximate tuition cost: *\$720.00/\$7,260.00

Other fees: Book fees, Uniforms, Supplies, Medical exam, CPR, Immunizations, Liability Insurance, Lab fees

Program requirements: "C" average or better

Prerequisites: High School diploma/G.E.D. or 18 years old/older, Pass entrance exam, Anatomy2 (ANAT & Physiology), MICRO2 (Introduction to Medical Microbiology, FCS 6 (Nutrition)

Open entry/open exit: No

What is received upon completion: Associate of Arts

Target students: High school graduates/G.E.D. recipients

The Registered Nurse program covers topics such as medical/surgical nursing, mental health nursing, and acute, intensive, and critical care nursing.

**Program cost is calculated at \$12.00 per unit for CA residents/\$121.00 per unit outside CA (\$720.00/\$7,260.00)*

DEGREE PROGRAMS

CALIFORNIA STATE UNIVERSITY
STANISLAUS-STOCKTON

612 EAST MAGNOLIA STREET

STOCKTON, CA 95202 (209)

467-5300

Average time to complete program: 2-3 years (124 units), Minimum (54 units) at CSU Stanislaus for Community College Transfer Students

Approximate tuition cost: (0-6 units) \$532.50, (7 units or above) \$852.50

Other fees: Textbooks, housing, parking, and other fees

Program requirements: Maintain a 2.0 GPA or better, completion of all required courses and units

Prerequisites: Completion of lower division general education and pre-major courses

Open entry/open exit: No, must apply for admission and meet program prerequisites

What is received upon completion: Bachelor of Science in Nursing Degree (BSN)

Target students: Community College transfer students, Adult re-entry students

The nursing major provides the Registered Nurses with the broadened educational base necessary both for professional practice and for pursuing a graduate education in nursing. This program is accredited by the National League for Nursing (NLN).

SALESPERSONS—PARTS

CERTIFICATE/DIPLOMA PROGRAMS

GOODWILL INDUSTRIES OF SAN JOAQUIN VALLEY

129 SOUTH GRANT STREET

STOCKTON, CA 95202 (209) 466-2311

Retail Occupations

Average time to complete program: 12 weeks

Approximate tuition cost: \$3,000.00 Service fees, will accept referrals from Community Agencies, Limited number of Goodwill Scholarships available

Other fees: None

Program requirements: Successful completion, completion of individual career goals

Prerequisites: Possess aptitudes to learn skills of trade, ability to read, write, and speak English at a 5th grade level, stand for long periods of time, Bilingual enhancements available

Open entry/open exit: Yes

What is received upon completion: Certificate

Target students: All under employed people with employment barriers, people with disabilities

Students enrolled in this program are trained for entry-level employment in such occupations as sales clerk, retail salesperson, merchandise display worker, sales floor stock clerk, cashier, cashier checker, and customer service. Limited number of paid work experience opportunities available.

REGIONAL

OCCUPATIONAL

CENTER PROGRAMS

LODI CAREER CENTER

421 SOUTH PLEASANT AVENUE

LODI, CA 95240 (209) 331-7616

Retail Sales and Fashion Merchandising

Average time to complete program: 9 months

Approximate tuition cost: None

Other fees: \$25.00 registration fee for each semester is due upon enrollment, additional textbook and/or lab fees maybe required

Program requirements: None

Prerequisites: None

Open entry/open exit: Yes

What is received upon completion: Certificate

Target students: Adult residents of Lodi Unified School District

Explore the many career opportunities in the field of retail sales and fashion. Students receive training in fashion coordinating buying sales and fashion design, advertising promotion, modeling and store interiors and displays. Training is provided through class lectures, guest speakers, films, fieldwork and production of a fashion magazine. On-the-job training is available to qualified students. Students meeting specific requirements can receive credit in the Fashion program at San Joaquin Delta College.

ALSO:

LINCOLN HIGH SCHOOL,

STOCKTON (209) 953-8932

SHERIFFS

& DEPUTY SHERIFFS

COMMUNITY COLLEGE

SAN JOAQUIN DELTA COMMUNITY COLLEGE

5151 PACIFIC AVENUE

STOCKTON, CA 95207 (209) 954-5051

Police Basic (POST) Academy

Average time to complete program: 2 semesters (20 units)

Approximate tuition cost: *\$552.00/\$5,566.00

Other fees: Books fees, parking fees

Program requirements: "C" average or better

Prerequisites: High school diploma/G.E.D. or 18 years old/older

Open entry/open exit: No

What is received upon completion: Certificate

Target students: High school graduates/G.E.D. recipients

The San Joaquin Delta College Basic Peace Officer Academy is certified by the California Commission on Peace Officer Standards and Training (POST) to present a law enforcement program provides training for men and women who wish to pursue a career in the field of Law Enforcement. It offers practical and technical instruction to meet the requirements of various law enforcement agencies and provides the student with the basic knowledge and techniques to work in police department.

**Program cost is calculated at \$12.00 per unit for CA residents/\$121.00 per unit outside CA (\$552.00/\$5,566.00)*

DEGREE PROGRAMS

CALIFORNIA STATE UNIVERSITY,
STANISLAUS-STOCKTON

612 EAST MAGNOLIA STREET

STOCKTON, CA 95202 (209)

467-5300

Criminal Justice

Average time to complete program:
2-3 years (124 units), Minimum
(54 units) at CSU Stanislaus for
Community College Transfer Stu-
dents

Approximate tuition cost: (0-6
units) \$532.50, (7 units or above)
\$852.50

Other fees: Textbooks, housing,
parking, and other fees vary

Program requirements: Maintain a
2.0 GPA or better, completion of
all required courses and units

Prerequisites: Completion of lower
division general education and pre-
major courses

Open entry/open exit: No, must
apply for admission and meet pro-
gram prerequisites

What is received upon completion:
Bachelor of Arts Degree

Target students: Community Col-
lege transfer students, Adult re-en-
try students

The Bachelor of Arts program in
Criminal Justice offers concentra-
tions in the following areas: Cor-
rections, Law Enforcements, and
Liberal Studies.

TEACHERS—

ELEMENTARY SCHOOL

DEGREE PROGRAMS

CALIFORNIA STATE UNIVERSITY, STANISLAUS-STOCKTON
612 EAST MAGNOLIA STREET
STOCKTON, CA 95202 (209) 467-5300

Multiple Subject Credential

Average time to complete program: 1 year

Approximate tuition cost: (6 units) \$552.00, (7 units or above) \$867.50

Other fees: Textbooks, housing, parking

Program requirements: 3.0 GPA or better, maintain a "B" average

Prerequisites: CBEST, Bachelors Degree from an accredited College or University

Open entry/open exit: No

What is received upon completion: Multiple Subject Credential

Target students: College graduates

UNIVERSITY OF THE PACIFIC
3601 PACIFIC AVENUE
STOCKTON, CA 95211 (209) 946-2211

Average time to complete program: 4 years

Approximate tuition cost: \$20,350 per year

Other fees: Textbooks, housing, parking and other fees vary

Program requirements: 2.0 GPA or better, completion of General Education requirements (30 units)

Prerequisites: High school diploma/G.E.D., meet admission requirements

Open entry/open exit: No

What is received upon completion: Bachelor of Arts Degree

Target students: High school graduates/G.E.D. recipients

Through this program, students who plan to teach in self-contained classrooms, typically grades K-6, can qualify for candidacy for the Multiple Subject Teaching Credential program (also available at UOP) upon graduation.

TEACHERS—PRESCHOOL

COMMUNITY COLLEGE PROGRAMS

SAN JOAQUIN DELTA COMMUNITY COLLEGE

5151 PACIFIC AVENUE

STOCKTON, CA 95207 (209) 954-5051

Early Childhood Education (Basic or Advanced)

Average time to complete program: 2 or 4 semesters (24-43 units)

Approximate tuition cost: \$288.00-\$516.00/\$2,904.00-\$5,203

Other fees: Parking, book fees

Program requirements: "C" average or better

Prerequisites: High School diploma/G.E.D., or 18 years old/older, pass entrance exam

Open entry/open exit: No

What is received upon completion: Certificate

Target students: High school graduates/G.E.D. recipients

The basic certificate program in Early Childhood Education provides the student with the basic skills needed to gain employment as a Child Care Aide, or to move on to further training in Early Childhood Education. The Advanced certificate program provides the student with the skills needed to gain employment as a Pre-School Teacher. Students will learn the development stages that pre-school children experience and how to use different teaching techniques.

**Program cost is calculated at \$12.00 per unit for CA residents/\$121.00 per unit outside CA*

TELLERS

COMMUNITY COLLEGE PROGRAMS

SAN JOAQUIN DELTA COMMUNITY COLLEGE

5151 PACIFIC AVENUE

STOCKTON, CA 95207 (209) 954-5051

Bank Customer Service

Average time to complete program: 1 year (22 units)

Approximate tuition cost: \$264.00/\$2,662.00

Other fees: Book fees

Program requirements: "C" average or better

Prerequisites: High school diploma/G.E.D., or 18 years old/older, complete assessment/placement test

Open entry/open exit: No

What is received upon completion: Certificate

Target students: High school graduates/G.E.D. recipients/Re-entry students

The Bank Customer Service program provides interested students with training and entry-level skills for the occupation of bank teller. Curriculum includes basic Customer Service functions.

**Program cost is calculated at \$12.00 per unit for CA residents/\$121.00 per unit outside CA*

REGIONAL OCCUPATIONAL CENTER PROGRAMS

LODI CAREER CENTER

421 SOUTH PLEASANT AVENUE

LODI, CA 95240 (209) 331-7616

Banking & Finance

Average time to complete program:
9 months

Approximate tuition cost: None

Other fees: \$25.00 registration fee for each semester is due upon enrollment, Additional textbook and/or lab fees may be required

Program requirements: None

Prerequisites: A grade of "C" or better on the entrance exam

Open entry/open exit: Yes

What is received upon completion:
Certificate

Target students: Residents of Lodi Unified School District

This program prepares the student for entry-level employment in banks and financial institutions. Skills taught include teller cashiering, verifying and cashing checks, balancing bank statements, loss prevention and customer service. Students also learn how to operate a IO-key (by touch) and date entry skills on the computer. Qualified students may train in local banks and financial institutions during a portion of class time.

ALSO:

LINDBERGH EDUCATIONAL
CENTER, MANTECA
(209) 825-3100

TRAINING PROVIDERS

LOCAL PUBLIC INSTRUCTION



TRAINING PROVIDERS

LOCAL PUBLIC INSTRUCTION

CALIFORNIA STATE UNIVERSITY STANISLAUS-STOCKTON

612 East Magnolia Street
Stockton, CA 95202
(209) 467-5300

Bachelor of Arts Degree

Child Development
Criminal Justice
History
Liberal Studies
Organizational Communication
Psychology
Social Sciences
Bachelor of Science Degree
Applied Studies
Business Administration
Nursing
Credentials
Elementary (CLAD/BCLAD)
Reading
School Administration
Secondary
(Single Subject Credential)

Masters Degrees

Business Administration
Education Curriculum & Instruction Emphasis: Multilingual
Public Administration
Education Curriculum & Instruction Emphasis: Reading
Education Curriculum & Instruction Emphasis: School Administration
Social Work

ESCALON HIGH SCHOOL

1582 Yosemite Avenue
Escalon, CA 95320
(209) 838-7073

Certificate

Accounting
Agribusiness Community Classroom
Automotive Technology III
Computer Level III-Web
Authoring Digital Video Production
Computers- Level 2/ Word Perfect 6.0, Excel 5.0, Internet
Landscaping
Office Procedures
Tractor and Machinery Maintenance

LINCOLN HIGH

6844 Alexandria Place
Stockton, CA 95207
(209) 953-8938

Certificate

Careers with Children
Computer Maintenance and Repair
Computer Networking
Construction Technology
Culinary Arts
Office Training, Computerized
Retail Sales/Fashion Merchandising
Web Design

LINDBERGH EDUCATIONAL CENTER/ MANTECA

311 E North Street
Manteca, CA 95336
(209) 825-3100

Regional Occupational Program R.O.P

Ag Metal Manufacturing & Construction
Automotive Technology
Banking & Financial
Career Office Training
Careers In Law Enforcement
Careers With Children
Computer Aided Drafting
Computer Operator – Cisco Networking
Computer Operator – Software Networking
Construction Technology & General Maintenance
Farm Management Skills
Fashion Merchandising
Merchandising & Sales Careers
Hospital Health Careers
Multimedia/Video Production
Web Design
Computer Repair
Certificate – Adult Vocational Courses
Advanced Accounting
Automated Accounting – Windows 6.0/ Quickbooks Pro 2000
Automobile Mechanic/ Automotive & Small Engine Repair
Basic Accounting
Bus Driver – School
Cabinet Maker
Cafeteria Assistant
Combination Welder

TRAINING PROVIDERS

LOCAL PUBLIC INSTRUCTION

Windows 98/ Microsoft Office
2000 Professional Suite
Microsoft Publisher 2000
Windows 98/ Microsoft
Word 2000
Beyond Windows and Microsoft
Office Basics
Introduction to the Internet
Introduction to Navigating the
Internet
Introduction to Computers for
Non-Native English Speakers
Introduction to the Internet for
Non- Native English Speakers
Microsoft Excel/ Access
Introduction to Microsoft
Windows 98
Macintosh Database
(FileMaker Pro 4.0)
Macintosh word Processing
Quickbooks Pro 2000-
Beginning/Advanced
Drafter
Floral Designer
Medical Terminology I & II
Medical Transcriber
Nurse Assistant C N A
General Office Practice
Typist/ Keyboarding/
Word Processing

LODI CAREER CENTER

421 South Pleasant Avenue
Lodi, CA 95240
(209) 331-7616

Certificate

Agriculture Sales And Service
Construction Technology
Dental Assistant
Fire Science
Hospital Health Occupations
Instructional Assistant
Medical-Dental Office
Management
Pre-Certification for Nurse
Assistant
Computer Office
Retail Sales & Fashion
Merchandising
Bank Teller

RIPON HIGH SCHOOL

301 North Acacia
Ripon CA 95366
(209) 599-4287

Regional Occupational Programs R.O.P

Advanced Computer Applications
Ag CAD
Ag Fabrication
Careers With Children
Off Campus/ROP/C. N. A./HHA

SAN JOAQUIN COUNTY OFFICE OF EDUCATION

8807 Thornton Road
Stockton, CA 95209
(209) 468-4800

Certificate

Biz Tech
Warehousing
Cosmetology
Food Service
Medical Transcription

SAN JOAQUIN DELTA COMMUNITY COLLEGE

5151 Pacific Avenue
Stockton, CA 95207
(209) 954-5051

Certificate Program

Accounting
Administrative Assistant
Advanced Culinary Arts
Agricultural Business/Animal
Science
Agricultural Business/
Plant Science
Agricultural Business
Agriculture Mechanics
Apparel Design
Architectural Drafting: Engi-
neering Option
Architectural Drafting
Auto Body Repair
Auto Electric Technology
Auto Mechanics Technology
Automotive Master Technician,
Apprenticeship
Automotive Master Technician
Bank Customer Service
Bank Teller
Banking and Finance

continues

TRAINING PROVIDERS

LOCAL PUBLIC INSTRUCTION

Basic Business
Basic Culinary Arts
Bookkeeping
Care Provider Training
Carpentry Technology
Civil Engineering Technician
Clothing Alterations and Fit
Computer Operations
Computer Programming
Computer Science Microcomputer Specialist Applications and/or Technical Emphasis
Computer Science
Computer-Aided Drafter
Construction Management Technology
Correctional Science
Culinary Arts
Data Entry
Dealer Technician
Diesel
Diesel Technology Certificate
Diesel Automotive Technology Certificate
Dietary Service Supervisor
Distribution and Transportation Supervisor
Early Childhood Education Assistant
Early Childhood Education Associate
Early Childhood Education Master
Early Childhood Education Teacher
Electrical Technology
Electronics Technology
Electron Microscopy: Biological

Electron Microscopy: Crystalline
Electronics Engineering Technician
Eligibility Worker
Emergency Medical Technician - EMT-I
Emergency Medical Technician
Engineering Drafter: Technician
Engineering
Family & Consumer Sciences
Family Day Care Provider
Fashion Merchandising
Fire Science
Fire Technology
Fitness Specialist
Fluid Power Automation Technology
General Office
Heating & Air Conditioning
Help Desk
Human Services Worker
Industrial Technology
Industrial Technology: Electrical Apprenticeship
Industrial Technology: Mechanical Apprenticeship
Industrial Technology: Maintenance Apprenticeship
Industrial Technology
Interior Design
Key Data Entry
Information/Word Processing
Transportation, Advanced
Law Enforcement
Life Management
Machine Shop Technology
Mechanical Engineering Technician
Merchandising

Mill Cabinet Apprenticeship Program
Mill Cabinet Technology
Mobile Intensive Care Nursing
Natural Resources Management
Nurse Assistant
Office Management
Ornamental Horticulture Floral
Ornamental Horticulture Nursery
Police Basic Academy (POST)
Printing Technology
Psychiatric Technician
Public Health Technician
Radiological Technology
Real Estate
Recreation Assistant
Refrigeration
Registered Nurse
Resident Home Care Administration
Risk Management and Insurance
Small Engine Repair Technology
Supervision and Management
Tax Preparation
Traffic Shipping and Receiving Clerk
Vocational Nursing
Web Technician
Welding Technology
Word Processing/Desktop Publishing
Associate of Arts Degree
Administration of Justice
Agricultural Technology & Sciences
Agricultural Business/Animal Science
Art
Automotive Technology

TRAINING PROVIDERS

LOCAL PUBLIC INSTRUCTION

Biological and Physical Sciences
Business & Commerce
Computer & Information Sciences
Consumer Education and Home Economics
Culinary Arts
Dance
Diesel Technology
Dramatic Arts
Electron Microscopy
Electronics & Electric Technology
Engineering, General
English
Fine Arts, General
Fire Control Technology
Foreign Languages
Health Professions, General
Humanities
Liberal Arts and Sciences, General
Licensed Vocational Nurse
Mathematics, General
Music
Natural Life Science, General
Natural Resources
Photography
Physical Sciences, General
Printing & Lithography
Psychiatric Technology
Psychology, General
Radiological Technology
Registered Nurse
Social Sciences, General
Special Education, General
Technical Education
Associate of Science Degree

Accounting
Agricultural Business
Agricultural Business/
Plant Science
Architectural Drafting
Computer Science
Construction Technology
Correctional Science
Culinary Arts
Engineering Technology
Fire Science
Fluid Power & Automation Technology
Heating & Air Conditioning
Law Enforcement
Office Management
Registered Nurse
Vocational Nursing

STOCKTON OFFICE SKILLS

37 W. Yokuts, Suite B-1
Stockton, CA 95207 (209) 472-2160

Certificate Programs

Automated Office Specialist
Bookkeeping
Medical Billing
Microcomputer Operator

TRACY ADULT SCHOOL

315 East 11th Street
Tracy CA 95376
(209) 831-5034

Certificate

Automobile Mechanics
Bus Driver/School
Combination Welder I and II
Computer Operator/Introduction
Design Technician
Electrical Technician (Basic Home Electricity)
Industrial Truck Operator/Forklift
Furniture Repair & Refinishing
Nursing Assistant
Typist -
Keyboarding I, Ia, Ib, 2a, 2b
Woodworking

TRACY JOINT HIGH SCHOOL

315 East 11th Street
Tracy, CA 95376
(209) 831-5034

Regional Occupational Program R.O.P

Automotive Technology
Child Care
Computer Repair & Network Technicians
Computerized Accounting
Construction Technology
Diesel & Power
Equipment Technology
Food Education And Service Training
Applied General Office Skills
Landscape Management
Meat Processing
Applied Office Skills
Retail Merchandising

continues

TRAINING PROVIDERS

LOCAL PUBLIC INSTRUCTION

*Local training providers listed on the
State of California Eligible Training
Provider List:*

ANDON COLLEGE

1201 North El Dorado Street
Stockton, CA 95202
(209) 462-8777

Certificate

Dental Assistant
Medical Assistant
Medical Office Specialist
Therapy Health Technician

CALIFORNIA CAREER COLLEGE

977 West Center, Suite 3
Manteca, CA 95337
(209) 239-1700

Certificate

Property Management with Real
Estate Principles
Property Management without
Real Estate Principles
This is for On-Site Employment
Only
Real Estate Mortgage Banking and
Finance

CALIFORNIA HUMAN DEVELOPMENT CORP.

2896 Teepee Drive
Stockton, CA 95205
(209) 235-2070

Certificate

Electronic Assembly
Electronic Assembly
W/Voc English
Shipping & Receiving

Shipping & Receiving
W/Voc English
Truck Driving
Truck Driving
W/ Vocational English
Welding
Welding W/Vocational English

GOODWILL INDUSTRIES OF SAN JOAQUIN VALLEY, INC

129 South Grant Street
Stockton, CA 95202
(209) 466-2311

Certificate

Janitorial Skills Training
Office Tech/Customer Service
Retail

HEALD COLLEGE

1605 East March Lane
Stockton, CA 95210
(209) 477-1114

Certificate

Accounting
Business Software Applications I
Business Software Applications II
Computer Business
Administration I
Computer Business
Administration II
Networking Technology
Associate Degree
Accounting
Business Software Applications
Business Software Applications
Computer Business
Administration
Computer Business
Administration

HUMPHREYS COLLEGE

6650 Inglewood Ave
Stockton, CA 95207
(209) 478-0800

Certificate

Accounting Clerk
Exec. Admin Assistant
Legal Assistant
Legal Office Clerk
Medical Administrative Assistant
Medical Office Clerk
Office Clerk
Paralegal Certificate
Associate Degree
Executive Office Administration
Legal Office Administration I
Legal Office Administration II
Medical Office Administration I
Medical Office Administration II

Baccalaureate Degree

Exec. Office Administration

MTI COLLEGE

6006 N. El Dorado Street
Stockton, CA 95207
(209) 957-3030

Certificate

Clerical Specialist II
Clerical Specialist IV
Executive Secretary
Legal Secretary
Medical Assistant II
Medical Receptionist II
Medical Secretary (Assistant)
Microcomputer Specialist II
Microcomputer Specialist IV
Office Administration II
Office Administration IV

TRAINING PROVIDERS

LOCAL PUBLIC INSTRUCTION

NCP NURSING ASST. TRAINING

1120 N. El Dorado Street
Stockton, CA 95202
(209) 460-3850

Certified

Nursing Assistant

NATIONAL TRAINING INSTITUTE

1035 W. Robinhood Drive # 102
Stockton, CA 95207
(209) 472-0900

Certificate

Computer Service Technology
Telecommunications
Equipment Tech.

NEW HORIZONS

CLC OF STOCKTON

17036 S. Harlan Road
Lathrop, CA 95330
(209) 951-8500

Certificate

Internet Professional Program I
Internet Professional Program II
Internet Professional Program III
Microsoft Cert System Engineer
2000
Microsoft Certified System
Engineer
Novell CNE 5

TRUCK DRIVING ACADEMY

405 W. Oak Street
Stockton, CA 95203
(209) 951-1819

License

Truck Driver Training

WESTERN PACIFIC

TRUCK SCHOOL

1002 N. Broadway
Stockton, CA 95205
(209) 465-1191

License

Advanced Tractor
Trailer Operator
Class B Commercial
Driver License

WESTERN TRUCK SCHOOL

461 S. Powers
Manteca, CA 95336
(209) 823-5477

License

1-Week Class A Refresher
Bus Course (Independent)
Class A Tractor/Trailer Operator
Class B 26000 GVW W/Air
Brakes
Driver Evaluation

WORLDWIDE

EDUCATIONAL SERVICES

Club Plaza, 1016 Bianchi Road
Suite C-6
Stockton, CA 95207
(209) 951-1174

Certificate

A+ Certification Training/
Network
Accounting/Bookkeeping I
Accounting/Bookkeeping II
Admin Asst/Office Manager III
Administrative Asst/Office
Manager I
Administrative Asst/Office

Manager II

Basic Skills/GED/
Job Enhancement

Computer Applications/
Operations

Computer Graphics

Computerized Accounting/
Bookkeeping

Construction

Management-Estimating

Customer Service Rep-Travel,
Hospitality

Customer Service Rep-
Warehousing/Inventory Cont

Customer Service Rep-Sales,
Community Service

Data Entry Inc. Office
Skill Review

Desktop Publishing

General Office Clerk I

General Office Clerk II

Help Desk Analyst/Network
Admin.

Human Resources Asst/Office
Manager

Legal Secretary I

Legal Secretary II

Management Trainee/
Sales & Service

Medical Billing/Record-keeping/
Code

Medical Secretary/
Medical Office I

continues

TRAINING PROVIDERS

LOCAL PUBLIC INSTRUCTION

Medical Secretary/
Medical Office II
Medical Terminology/
Transcription
Network Administration I
Network Administration II
Professional Computer
Application
Property Management/Office
Manager
Receptionist/Info
Clerk/Front Desk
Secretary /Word Processor II
Secretary/Word Processor I
Understanding &
Using The Internet
Website Dev. &
Maintenance I & II

Local Apprenticeship Programs

CENTRAL VALLEY ELECTRIC JATC

1925 Yosemite Blvd.
Modesto, CA 95354
(209) 579-5417
jatc@softcom.net

Construction Electrician

INDEPENDENT ROOFING CONTRACTORS OF CA

Gaylord Nelson Adult Ed Center
2901 Arch Airport Road
Stockton, CA 95206
(925) 930-7704
www.ircc.org
roofpro@ircc.org
Roofer

MILL CABINET APPRENTICESHIP PROGRAM

San Joaquin Delta
Community College
5151 Pacific Avenue
Stockton, CA 95207
(209) 954-5230
www.deltacollege.org
rguantone@sjdc.com

OPERATING ENGINEERS APPRENTICESHIP

Local 33
1916 N. Broadway,
Stockton, CA 95205
(209) 943-2332
mmassieioccr@cs.com

*Construction Equipment Operator
(CEO) Classification*

*Heavy Duty Repairman
(HDR) Classification*

SAN JOAQUIN & CALAVERAS COUNTIES ELECTRICAL J.A. T. C.

1531 El Pinal Drive
Stockton CA 95205
(209) 462-0751
/mccstkn@aol.com

Electricians

SJC/STANISLAUS AREA PLUMBERS, LOCAL 442

3935 Coronado
Stockton, CA 95204
(209) 464-4553

Plumbing & Pipefitting

SAN JOAQUIN VALLEY AUTOMOTIVE TRADES

Joint Apprenticeship Committee
121 E. Vine Street
Stockton, CA 95202
(209) 466-9591
www.deltacollege.org
rguantone@sjdc.com

Automotive Mechanic

Automotive Parts Clerk

Diesel Truck Mechanic

Farm Equipment Mechanic

Forklift Mechanic

Local Private College

UNIVERSITY OF THE PACIFIC

3601 Pacific Avenue
Stockton, CA 95211
(209) 946-2211

Bachelor of Arts Degree

Art History

Art

Biological Sciences

Chemistry

Classics

Economics

English

Environmental Studies

Geology

Global Economic Relations

History

International & Regional Studies

*International Environmental
Policy*

International Relations

TRAINING PROVIDERS

LOCAL PUBLIC INSTRUCTION

Liberal Studies
Mathematics
Modern Language & Literature
Music Composition
Music Education
Music History
Music Management
Music Performance
Music
Philosophy
Physics
Political Science
Psychology
Religious Studies
Sociology
Sport Sciences
Studio Art/Graphic Design

Bachelor Of Science Degree

Biochemistry
Biological Sciences
Business Administration
Chemistry-Biology
Chemistry
Civil Engineering
Computer Engineering
Computer Information Systems
Computer Science
Economics
Electrical Engineering
Engineering Management
Engineering Physics
Geology

Geophysics
Mathematics
Mechanical Engineering
Physics

Master of Science

Biological Sciences
Physical Therapy
Pharmaceutical Sciences

Master of Arts

Business Administration
Chemistry
Communication
Communicative Disorders
Education
Music Education
Music Therapy
Psychology
Sport Sciences

Doctrine Degree

Education
Philosophy- Chemistry
Certified
Substance Abuse Counselor

Professional Degree

Doctor of Pharmacy





San Joaquin County Occupational Outlook 2001-2002

APPENDIX A

- *Occupational Selection*
- *Detailed Statement of Program Methods*

OCCUPATIONAL SELECTION

Occupations for the studies were selected by a steering committee composed of area employers, union representatives, educators and trainers, in consultation with program staff. In general, the occupations selected met the following criteria:

1. The occupations were likely to be in demand based upon LMID projected increases in job opportunities due to economic growth and job turnover.
2. At least 70% of the occupations required two years or less of formal training.
3. At least 20% were non-farm blue-collar occupations (craft, operative, or laborer jobs)
4. Most of the occupations had the potential to provide a wage of at least \$7.50 per hour to experienced workers.

Each was defined in the *OES classification system and employed at least .1% of the wage and salary employment in San Joaquin County.

DETAILED STATEMENT OF PROGRAM METHODS

The study methodology has been established by LMID. The respective responsibilities of LMID and the Workforce Investment Board (WIB) staff are as follows:

OCCUPATIONAL SELECTION

LMID generates a list of potential occupations for selection. The local Workforce Investment Area, CalWORKs, ROC/P's, Community Colleges, and other entities administering vocational education and training funds are invited to participate in determining the occupations for which surveys will be conducted.

SAMPLE SELECTION

After the occupations are selected, LMID, via an automated sample selection process, provides EEDD with names and local addresses for a representative sample of firms which employ each occupation.

QUESTIONNAIRE DESIGN

Basic questionnaires, designed using a standard set of questions developed as a result of extensive research and development, are provided to EEDD by LMID. WIB staff develop local questions which are added to the basic questionnaire prior to the start of the survey. These local questions provide information to satisfy local interests and provide a clearer view of occupations in their labor markets.

*Detailed Statement
of Program Methods***SURVEY OPERATION**

WIB staff conducts a survey of employers via mailing of questionnaires, personal phone calls and site visits. The survey is conducted according to standards which have been established to ensure that an adequate number of survey responses are available for analysis and that the information in the response is valid, complete and confidential.

DATA ENTRY

After questionnaires are received locally, WIB staff enter the data into a database for analysis and tabulation, adhering to preset standards of accuracy.

DATA TABULATION AND RESULTS

WIB staff oversees the experienced consultant who prepares data analysis and final occupational summaries in a form appropriate for use in preparing occupational outlook reports and for use in a statewide database.

OCCUPATIONAL PROJECTIONS

LMID provides occupational projections which are generated to present estimates of current and projected employment in terms of absolute and percent changes over a five-year period. These projections are based, in part, on the information gathered by the WIB staff during this data collection process.

DISSEMINATION/WORKSHOPS

The results of the survey are disseminated to potential users in a workshop or series of workshops, follow up planning meetings, and information sharing activities provided by both LMID and the WIB.





San Joaquin County Occupational Outlook 2001-2002

APPENDIX B

- *Aptitudes*
- *General Education Development (GED)*
- *Guide for Occupational Exploration (GOE)*

APTITUDES

Aptitudes are the specific capacities or abilities required of an individual in order to facilitate the learning of some task or job duty. The following are the definitions of the ten aptitudes, followed by the tests used to measure by each aptitude.

G- Intelligence: General Learning Ability. (Based upon a weighted combination of subtests O5, O8, IO). The ability to "catch on" or understand instruction and underlying principles; the ability to reason and make judgments. General Learning Ability is closely related to doing well in school.

V- Verbal Aptitude: (Based upon the subtest IO). The ability to understand the meaning of words and use them effectively; the ability to comprehend language, to understand relationships between words and to understand meanings of whole sentences and Para figures.

N- Numerical Aptitude: (Based upon the weighted combination of subtests O6 and O8). The ability to perform arithmetic operations quickly and accurately.

S- Spatial Aptitude: (Based upon subtest O5). Ability to think visually of geometric forms and to comprehend the two-dimensional representation of three-dimensional objects. The ability to recognize the relationships resulting from the movements of objects space.

P- Form Perception: (Based upon a weighted combination of subtests O1 and O2). Ability to perceive pertinent detail in objects in pictorial or figureic material. Ability to make visual comparisons and discriminations and see slight differences in shapes and shadings of figures and widths and lengths of lines.

Q- Clerical Perception: (Based upon subtest O3). Ability to perceive pertinent detail in verbal and tabular material. Ability to observe differences in copy. To proofread words and numbers, and to avoid perceptual errors in arithmetic computation. A measure of speed of perception which is required in many industrial jobs even when the job does not have verbal or numerical content.

K- Motor Coordination: (Based upon subtest II). Ability to coordinate eyes and hands or figures rapidly and accurately in making precise movements with speed. Ability to make a movement response accurately and swiftly.

F- Finger Dexterity: (Based upon subtest O7). Ability to move finger, and manipulate small objects with fingers, rapidly or accurately.

M- Manual Dexterity: (Based upon subtest O9 & *SAGE). Ability to move hands easily and skillfully. Ability to work with hands in placing and turning motions.

E-Eye-Hand-Foot Coordination: (Based upon subtest O4). Ability to move the hand and foot coordinately with each other in accordance with visual stimuli.

C-Color Discrimination: (Based upon *SAGE). The ability to match or discriminate between colors in terms of hue, saturation, and brilliance. To identify a particular color or color combination from memory and be able to perceive harmonious or contrasting color combinations.

SUBTEST

APTITUDE SUBTEST

G-Intelligence O5- Pattern Visualization, O8- Numerical Reasoning, IO-Word Meaning

V-Verbal Aptitude IO Word Meaning

N-Numerical Aptitude O6- Computation, O8- Numerical Reasoning

S-Spatial Aptitude O5- Pattern Visualization

P- Form Perception O1-Object Identification, O2-Abstract Shape Matching

Q- Clerical Perception O3-Clerical Perception

K- Motor Coordination II-Eye Hand Coordination

F- Finger Dexterity O7-Finger Dexterity

M- Manual Dexterity O9-Manual Dexterity

E- Eye-Hand-Foot Coordination O4-Eye-Hand-Foot Coordination & Sage

C- Color Discrimination SAGE

* System of Assessment
& Group Evaluation

GENERAL EDUCATION DEVELOPMENT (GED)

General Educational Development (GED) embraces aspects of education (formal and informal) which contribute to the worker's: (i) reasoning development and ability to follow instruction; (ii) acquisition of mathematical skills; and (iii) acquisition of language skills.

LEVEL REASONING DEVELOPMENT

6

Apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Deal with nonverbal symbolism (formulas, scientific equations, figures, musical notes, etc.) in its most difficult phases. Deal with a variety of abstract and concrete variables. Comprehend the most abstruse classes of concepts.

5

Apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions, interpret an extensive variety of technical instructions in mathematical or diagrammatic form. Deal with several abstract and concrete variables.

4

Apply principles of rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

3

Apply common-sense understanding to carry out instructions furnished in written, oral, or diagrammatic form. Deal with problems involving several concrete variables in or from standardized situations.

2

Apply common-sense understanding to carry out detailed but un-involved written or oral instructions. Deal with problems involving a few concrete variables in or from standardized situations.

1

Apply common-sense understanding to carry out simple one-or two-step instructions. Deal with standardized situations with occasional or no variables in or from standardized situations.

LEVEL MATHEMATICAL

6

Advanced Calculus: Work with limits, continuity, real number systems, mean value theorems, and implicit function theorems.

Modern Algebra: Apply fundamental concepts of theories of groups, rings, and fields. Work with differential equations, linear algebra, infinite series, advanced operations methods, and functions of real and complex variables.

Statistics: Work with mathematical statistics, mathematical probability and applications, experimental design, statistical inference, and econometrics.

5

Algebra: Work with exponents and logarithms, linear equations, quadratic equations, mathematical induction and binomial theorem, and permutations

Calculus: Apply concepts of analytic geometry, differentiations and integration of algebraic functions with applications.

Statistics: Apply mathematical operations to frequency distributions, reliability and validity of tests, normal curve, analysis of variance, correlation techniques, chi-square application and sampling theory, and factor analysis.

4

Algebra: Deal with system of real numbers; linear, quadratic, rational, exponential, logarithmic, angle and circular functions, and inverse functions; related algebraic solution of equations and inequalities; limits and continuity, and probability and statistical inference.

Geometry: Deductive axiomatic geometry, plane and solid; rectangular coordinates.

Shop Math: Practical application of fractions, percentages, ration and proportion, measurement, logarithms, slide rule, practical algebra, geometric construction, and essentials of trigonometry. Compute dis-

continues

General Education Development (GED)

count, interest, profit and loss, commission, makeup, and selling price, calculate surfaces, volumes, weights, and measures.

3

Algebra: Calculate variables and formulas; monomial and polynomials; ratio and proportion variables; and square roots and radicals.

Geometry: Calculate plane and solid figures; circumference, area and volume. Understand kinds of angles and properties of pairs of angles.

2

Add, subtract, multiply, and divide all units of measure. Perform the four operations with like common and decimal fractions. Compute ratio, rate, and percent. Draw and interpret bar figures. Perform arithmetic operations involving all American monetary units.

1

Add, and subtract two-digit numbers. Multiply and divide 100's by 2,3,4,5. Perform the four basic arithmetic operations with coins as part of a dollar. Perform operations with units such as cup, pint, and quart; inch, foot, and yard; and ounce and pound.

LEVEL LANGUAGE DEVELOPMENT

6 & 5

Reading: Read literature, book and play reviews, scientific and technical journals, abstracts, financial reports, and legal documents.

Writing: Write novels, plays, editorials, journals, speeches, manuals, critiques, poetry, and songs.

Speaking: Conversant in the theory, principles and methods of effective and persuasive speaking, voice and dictation, phonetics, discussion and debate.

4

Reading: Read novels, poems, newspapers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias.

Writing: Prepare business letters, expositions, summaries, and reports, used prescribed format and conforming to all rules of punctuation, grammar, diction, and style.

Speaking: Participate in panel discussions, dramatizations, and debates. Speak extemporaneously on a variety of subjects.

3

Reading: Read a variety of novels, magazines, atlases, and encyclopedias. Read safety rules, instructions in the use and maintenance of shop tools and equipment, and methods and procedures in mechanical drawing and layout work.

Writing: Write reports and essays with proper format, punctuation, spelling, and grammar, using all parts of speech.

Speaking: Speak before an audience with poise, voice control, and confidence using correct English and well-modulated voice.

2

Reading: Passive Vocabulary of 5,000-6,000 words. Read at a rate of 190-215 words per minute. Read adventure stories and comic books, looking up unfamiliar words in dictionary for meaning, spelling, and pronunciation. Read instructions for assembling model cars and airplanes.

Writing: Write compound and complex sentences, using cursive styles, proper end punctuation, and employing adjectives and adverbs.

Speaking: Speak clearly and distinctly with appropriate pauses and emphasis, correct pronunciation, variations in word order, using present, perfect, and future tenses.

1

Reading: Recognize meaning of 2,500 (two-or three-syllable) words. Read at a rate of 95-120 words per minute. Compare similarities and differences between words and between series of numbers.

Writing: Print simple sentences containing subject, verb, and object, and series of numbers, names and addresses.

Speaking: Speak simple sentences, using normal word order, and present and past tense.

GUIDE FOR OCCUPATIONAL EXPLORATION

The guide for Occupational Exploration (G.O.E.) is a system of classifications designed to assist counselors and individuals to realistically assess their abilities in relation to job requirements. The codes mean the following:

- 01 Artistic - Expressing ideas in creative ways.
- 02 Scientific - Collecting and studying data from the real world. Using the results to solve problems in medicine, life sciences, and natural sciences.
- 03 Plants/Animals - Working with plants and animals most often outdoors.
- 04 Protective - Using authority to protect people and property.
- 05 Mechanical - Using mechanical laws to solve real life, everyday problems.
- 06 Industrial - Repeating operations on physical objects in a factory setting.
- 07 Business - Detail Clearly defined and ordered tasks that require attending to details correctly.
- 09 Selling - Using a sales approach to get to others to take a point of view.
- 10 Humanitarian - Helping others with their mental, spiritual, social, physical or work related needs.
- 11 Lead/Influence - Leading others through activities, requiring a high level of language and math skills.
- 12 Physical - Performing Athletic or daring feats done in front of an audience.



San Joaquin County Occupational Outlook 2001-2002

Appendix C

- *Occupations with the Most Openings*
- *Occupations with the Greatest Absolute Job Growth*
- *Occupations with the Fastest Job Growth*

TABLE 7

OCCUPATIONS WITH THE MOST OPENINGS IN SAN JOAQUIN COUNTY

(GROWTH PLUS SEPARATIONS) 1997-2004

OES

<i>Code</i>	<i>Occupation</i>	<i>Number of Job Openings</i>
49023	Cashiers	3020
49011	Salespersons, Retail	2820
97102	Truck Drivers, Heavy	1800
55347	General Office Clerks	1750
65008	Waiters and Waitresses	1610
65041	Combined Food Prep	1510
31308	Teachers, Secondary	1380
19005	General Managers	1350
31305	Teachers, Elementary	1190
98902	Hand Packers and Packagers	1010
67005	Janitors, Except Maids	940
79041	Laborers, Ldscaping/Grndskpng	920
65038	Food Preparation Workers	880
97105	Truck Drivers, Light	870
32502	Registered Nurses	850
55305	Receptionists, Information Clerks	830
63047	Guards and Watch Guards	730
58023	Stock Clerks—Stockroom Warehouse	710
87102	Carpenters	690
49012	Stock Clerks—Sales Floor	650
85132	Maintenance Repairers, General Utility	640
65026	Cooks—Restaurant	630
31521	Teacher Aides, Paraprofessional	610
66008	Nurse Aides, Orderlies, attendants	610
65017	Counter Attendants—Food	600
55338	Bookkeeping, Accounting Clerks	590
93956	Assemblers, Fabs—Ex Machine, Electrical	590
55108	Secretaries, General	570
49017	Counter and Rental Clerks	560

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OCCUPATIONS WITH THE MOST OPENINGS IN SAN JOAQUIN COUNTY

<i>Code</i>	<i>Occupation</i>	<i>Number of Job Openings</i>
27305	Social Workers-Except Medical/Psychiatric	510
97947	Industrial Truck, Tractor Operators	490
63017	Correction Officers, Jailers	460
53905	Teacher Aides & Educational Assts, Clerks	450
85302	Automotive Mechanics	410
27308	Human Services Workers	400
53102	Tellers	400
87202	Electricians	400
49008	Sales Reps, Non-Scientific Except Retail	380
98312	Helpers-Carpenters and Related	380
63014	Police Patrol Officers	350
31311	Teachers-Special Education	340
93914	Welders and Cutters	340
91321	Mach Forming Operators	320
13002	Financial Managers	300
21114	Accountants and Auditors	300
67002	Maids and Housekeeping Cleaners	300
81002	First-Line Supervisor/Mgr-Mech, Repair	300
66011	Home Health Aides	290
58028	Traffic, Shipping Receiving Clerks	280
79011	Graders, Sorters-Ag Products	280

*Source: Employment Development Department Labor Market Information
Division "Projections and Planning Information" 1997-2004*

TABLE 4

OCCUPATIONS WITH THE GREATEST ABSOLUTE JOB GROWTH

SAN JOAQUIN COUNTY 1997-2004

OES Code	OCCUPATIONAL Title	JOBS 1997	JOBS 2004	GRTH 97-04	% Growth	MEDIAN WAGE (New/Exp)	LAST Studied
49023	Cashiers	4150	5510	1360	32.8%	\$5.68***	1997
49011	Salesperson, Retail	5440	6740	1300	23.9%	\$7.63	1998
97102	Truck Drivers, Heavy	4590	5880	1290	28.1%	\$12.00	1997
55347	General Office Clerks	3670	4600	930	25.3%	\$12.19	1998
19005	General Managers & Top Executives	3660	4530	870	23.8%	\$23.12	1992
31308	Teachers, Secondary School	2530	3280	750	29.6%	\$15.85	1997
31305	Teachers, Elementary School	3130	3790	660	21.1%	\$17.90	1999
98902	Hand Packers and Packagers	1670	2330	660	39.5%	\$5.75***	1998
97105	Truck Drivers, Light	1920	2570	650	33.9%	\$8.10	1998
65008	Waiters and Waitresses	2400	2940	540	22.5%	\$6.75*****	2000
32502	Registered Nurses	2710	3240	530	19.6%	\$20.00	1999
55305	Receptionists, Information Clerks	1920	2450	530	27.6%	\$7.77	1998
58023	Stock Clerks: Stockroom, Warehouse	1700	2210	510	30%	\$10.36	1998
65041	Combined Food Prep and Service	2280	2780	500	21.9%	\$9.05	2000
67005	Janitors, Cleaners, Except Maids	2600	3100	500	19.2%	\$10.72	1998
31521	Teacher Aides, Para-Professional	1320	1810	490	37.1%	N/A	N/A
79041	Laborers, Landscaping/ Grndskeeping	1770	2250	480	27.1%	\$7.50	1998
63047	Guards and Watch Guards	1260	1720	460	36.5%	\$7.38	1998
87102	Carpenters	1000	1460	460	46%	\$15.00	1998
49021	Stock Clerks-Sales Floor	1830	2270	440	24.0%	\$6.75	2000

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OCCUPATIONS WITH THE GREATEST ABSOLUTE JOB GROWTH

OES Code	OCCUPATIONAL Title	JOBS 1997	JOBS 2004	GRTH 97-04	% Growth	MEDIAN WAGE (New/Exp)	LAST Studied
66008	Nurse Aides, Orderlies, Attendants	1790	2210	420	23.5%	\$8.25	2000
93956	Assemblers, Fabricators, Except Machine	1280	1690	410	32%	\$8.00	2000
27305	Social Workers, Except Medical/Psych.	1390	1770	380	27.3%	\$10.10	2000
53905	Teacher Aides & Educational Assistants, Clerical	1100	1450	350	31.8%	N/A	N/A
65026	Cooks—Restaurant	1350	1680	330	24.4%	\$7.50	2000
97947	Industrial Truck, Tractor Operators	1830	2160	330	18.0%	\$7.00	1998
85132	Maintenance Repairers, General Utility	1900	2220	320	16.8%	\$13.58 ^{Union}	1997
49017	Counter and Rental Clerks	680	980	300	44.1%	\$6.00***	1997
31311	Teachers, Special Education	770	1060	290	37.7%	\$22.92	2000
55108	Secretaries, General	2410	2700	290	12.0%	\$10.27	1997
87202	Electricians	740	1020	280	37.8%	\$15.00	1998
63017	Correction Officers, Jailers	920	1180	260	28.3%	\$12.87	1999
55338	Bookkeeping, Accounting Clerks	2520	2770	250	9.9%	\$12.20	2001
65038	Food Preparation Workers	1460	1710	250	17.1%	\$6.25***	1998
27308	Human Services Workers	780	1010	230	29.5%	\$8.00	1996
66011	Home Health Aides	530	760	230	43.4%	\$8.00	2000
91321	Machine Forming Operators, Tenders	420	650	230	54.8%	N/A	N/A

continues

OCCUPATIONS WITH THE GREATEST ABSOLUTE JOB GROWTH

OES Code	OCCUPATIONAL Title	JOBS 1997	JOBS 2004	GRTH 97-04	% Growth	MEDIAN WAGE (New/Exp)	LAST Studied
98312	Helpers, Carpenters and Related	320	550	230	71.9%	\$15.64	1998
53123	Adjustment Clerks	540	750	210	38.9%	\$10.50	2001
63014	Police Patrol Officers	690	900	210	30.4%	\$15.95	1999
85302	Automotive Mechanics	1060	1270	210	19.8%	\$11.54	2000
13002	Financial Managers	850	1050	200	23.5%	\$22.72	1999
21114	Accountants and Auditors	950	1140	190	20.0%	\$24.12	1999
67002	Maids and Housekeeping Cleaners	840	1020	180	21.4%	\$6.75	2001
81005	First-Line Sup/ Mgr-Construction	390	570	180	46.2%	N/A	N/A
87402	Painters, Paperhangers, Construction	420	600	180	42.9%	\$12.00	2001
93914	Welders and Cutters	830	1010	180	21.7%	\$11.14	1998
25102	Systems Analysts, Electronic Data Proc	210	380	170	81.0%	\$21.48	2000
49008	Sales Reps, Non-Scientific Except Retail	1180	1,350	170	14.4%	N/A	N/A
66002	Dental Assistants	670	830	160	23.9%	\$9.25	1999

*EXCLUDES NEC (Not Elsewhere Classified) "ALL OTHER" CATEGORIES Source: Projections of Employment by Industry & Occupation 1997-2004 San Joaquin County, State Employment Development Department-Labor Market Information Division 2001.

**Wages indicated in "Median Wage, New W/Exp." column come from information provided by local employers is the media wage found under the section "Wages, New Hires, Experienced:"

***Effective January 1, 2002 California minimum wage increased to \$6.75 (California State Department of Industrial Relations

****This figure represents the median wage that can be earned by experienced new hires in this occupation; however many employees in this occupation earn tips or commissions in addition to or in place of this wage.

Source: Employment Development Department Labor Market Information Division "Projections and Planning Information" 1997-2004

TABLE 5

OCCUPATIONS WITH THE FASTEST JOB GROWTH

SAN JOAQUIN COUNTY 1997-2004

OES Code	OCCUPATIONAL Title	JOBS 1997	JOBS 2004	GRTH 97-04	% Growth
25102	Systems Analyst, Electrnc Data Procss	210	380	170	81.0%
98312	Helpers, Carpenters and Related	320	550	230	71.9%
25104	Computer Support Specialists	210	330	120	57.1%
91321	Mach Forming Ops, Tendsr— Met, Plastic	420	650	230	54.8%
25105	Computer Programmers	140	210	70	50.0%
91714	Metal Fabricators, Struct Met Prods	330	490	160	48.5%
43017	Sales Agents— Sel Bus Services	170	250	80	47.1%
81005	First-Line Sup/ Mgr-Construction	390	570	180	46.2%
87102	Carpenters	1000	1460	460	46.0%
21902	Cost Estimators	200	290	90 4	5.0%
15017	Construction Managers	270	390	120	44.4%
49017	Counter and Rental Clerks	680	980	300	44.1%
87814	Structural Metal Workers	160	230	70	43.8%
97938	Graders, Dozer, Scraper Operators	160	230	70	43.8%
66011	Home Health Care Workers	530	760	230	43.4%
87402	Painters, Paperhangers-Const	420	600	180	42.9%
87311	Concrete and Terrazzo Finishers	260	370	110	42.3%

continues

OCCUPATIONS WITH THE FASTEST JOB GROWTH

OES Code	OCCUPATIONAL Title	JOBS 1997	JOBS 2004	GRTH 97-04	% Growth
31212	Health Assess & Treat Teachers, POS	220	310	90	
85902	Heating, AC, Refrig Mechanics	350	490	140	40.0%
87808	Roofers	250	350	100	40.0%
87108	Drywall Installers	150	210	60	40.0%
98902	Hand Packers and Packagers	1670	2330	660	39.5%
89132	Sheet Metal Workers	230	320	90	39.1%
53123	Adjustment Clerks	540	750	210	38.9%
87202	Electricians	740	1020	280	37.8%
31311	Teachers- Special Education	770	1060	290	37.7%
31211	Health Diagnostics Teachers, Post Sec	160	220	60	37.5%
31521	Teacher Aides, Paraprofessional	1320	1810	490	37.1%
32302	Respiratory Care Practitioners	190	260	70	36.8%
53508	Bill and Account Collectors	190	260	70	36.8%
56017	Data Entry Keyers- Ex Composing	410	560	150	36.6%
63047	Guards and Watch Guards	1260	1720	460	36.5%
31321	Instructors and Coaches—Sports	280	380	100	35.7%
13017	Engineer, Math, and Nat Sci Mgrs	170	230	60	35.3%
66005	Medical Assistants	410	550	140	34.1%
97105	Truck Drivers Light	1920	2570	650	33.9%
53302	Ins Adust Examin Investigators	360	480	120	33.3%
67008	Pest controller and Assistants	150	200	50	33.3%

continues, facing page

OCCUPATIONS WITH THE FASTEST JOB GROWTH

OES Code	OCCUPATIONAL Title	JOBS 1997	JOBS 2004	GRTH 97-04	% Growth
49023	Cashiers	4150	5510	1360	32.8%
68014	Amusement Recreation Attendants	400	530	130	32.5%
93956	Assemblers, Fabricators-Ex Machine, Electric	1280	1690	410	32.0%
53905	Teacher Aides & Educ Assts, Clerical	1100	1450	350	31.8%
65023	Butchers and Meat Cutters	220	290	70	31.8%
87502	Plumbers, Pipefitters, Steamfitters	290	380	90	31.0%
43002	Sales Agents, Placers-Insurance	260	340	80	30.8%
63014	Police Patrol Officers	690	900	210	30.4%
15008	Medicine Health Service Mgrs	230	300	70	30.4%
27302	Social Workers- Medical, Psychiatric	230	300	70	30.4%
58023	Stock Clerks- Stockroom Warehouse	1700	2210	510	30.0%
15011	Property and Real Estate Managers	200	260	60	30.0%

*Source: Employment Development Department Labor Market Information
Division "Projections and Planning Information" 1997-2004*



San Joaquin County Occupational Outlook 2001-2002

Appendix D

• Labor Market Information Program Agencies in California

LABOR MARKET INFORMATION

PROGRAM AGENCIES IN CALIFORNIA

CALIFORNIA COOPERATIVE OCCUPATIONAL INFORMATION SYSTEM (CCOIS)

LABOR MARKET INFORMATION (LMI) PROGRAM

Below is a list of the other agencies in the State that participate in the California Cooperative Occupational Information System (CCOIS). These agencies produce Occupational Outlook Labor Market Information reports similar to the Workforce Investment Board's (WIB) report for San Joaquin County. Organizations or individuals interested in obtaining reports can contact the agencies below or visit the State of California's Labor Market Information Division's (LMID) internet page @ <http://www.calmis.cahwnet.gov/>.

ALAMEDA

Oakland PIC
1212 Broadway Suite 300
Oakland CA 94612
510-768-4409

ALPINE/EL DORADO/NEVADA/PLACER/SIERRA

Golden Sierra Job Training Agency
117 New Mohawk, Suite E Nevada City CA 95959
530-265-3201

AMADOR/CALAVERAS/MARIPOSA/TUOLUMNE

Mother Lode Job Training Agency
1900 Cedar Road North Sonora CA 95370
209-532-2820

BUTTE/COLUSA/DEL NORTE/GLENN/LAKE/LASSEN/MODOC/ PLUMAS/SISKIYOU/SUTTER/TEHEMA/TRINITY/YUBA

North State Occupational Research Group
161 Toney Way
Chico CA 95973
530-343-6210

CONTRA COSTA

Contra Costa County PIC
2425 Bisso Lane #100
Concord CA 94520
925-646-5023

FRESNO

Fresno Workforce Development
Board
1999 Tuolumne #700
Fresno CA 93721
459-490-7174

HUMBOLDT

Humboldt Employment & Training
930 6th Street Eureka CA 95501
707-441-4642

IMPERIAL

Imperial County PIC
797 Main Street Suite A
El Centro CA 92243
760-336-2239

INYO/KERN/MONO

Employers' Training Resource
2001 28th Street
Bakersfield CA 93301
805-336-6954

KINGS

Kings County Job Training Office
Kings County Government Center
Hanford CA 93230 559-585-3576

LOS ANGELES

City of Long Beach Business Development Center
200 Pine Ave Suite 400
Long Beach CA 90802
562-570-3807

MADERA

Madera Workforce Development Office
209 East 7th Street
Madera CA 93638
559-662-4500

MENDOCINO

Mendocino PIC
PO Box 480
Ukiah CA 95482
707-468-1196

MERCED

Merced County Private Industry Training Dept.
1880 W. Wardrobe Ave.
Merced CA 95340
209-385-7324

MONO

Employers' Training Resource 2001
28th Street Bakersfield CA 93301
805-336-6954

MONTEREY

Monterey County PIC
P O Box 2135
Salinas CA 93902
831-769-3312

MARIN/NAPA/SOLANO/SONOMA

North Bay Employment Connection
1700 2nd Street Suite 378
Napa CA 94559
707-259-8764

ORANGE

Orange County Job Training Partnership Agency
1300 South Grand Bldg B 3rd Floor
Santa Ana CA 92705
714-567-7414

RIVERSIDE

Riverside County EDA Job Training
1151 Spruce Street Riverside CA
95207
909-955-1029

SACRAMENTO/YOLO

Yolo Co. Community Partnership
Agency
112 West Main Street
Woodland CA 95695
530-661-2900 • 530-661-2925

SAN BENITO/SANTA CLARA

NOVA PIC
505 West Olive #550
Sunnyvale CA 94086
408-522-1049

SAN BERNARDINO

San Bernardino Jobs &
Employment Services Dept.
851 Mt. Vernon Ave. #22
Colton CA 92324
909-872-1574

SAN DIEGO

San Diego Workforce Partnership
1551 4th Ave. #600
San Diego CA 92101
619-744-0354

SAN FRANCISCO

San Francisco County PIC
1650 Mission Street Suite 300
San Francisco CA 94103
415-431-8700

SAN JOAQUIN

San Joaquin County Employment
and Economic Development De-
partment (WorkNet)
850 North Hunter Street
Stockton CA 95202
209-468-3500

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LABOR MARKET INFORMATION

PROGRAM AGENCIES IN CALIFORNIA

CALIFORNIA COOPERATIVE OCCUPATIONAL INFORMATION SYSTEM (CCOIS)

LABOR MARKET INFORMATION (LMI) PROGRAM

SAN LUIS OBISPO

San Luis Obispo PIC
4111 Broad Street Suite A
San Luis Obispo CA 93401
805-788-2616

SANTA BARBARA

Santa Barbara Private Industry Training Network
2400 Professional Pkwy #150
Santa Maria CA 93455
805-739-8658

SANTA CRUZ

Santa Cruz Career Works
18 West Beach Street
Watsonville CA 95076
831-763-8771

SHASTA

Shasta County PIC
1220 Sacramento Street
Redding CA 96001
530-246-7911

STANISLAUS

Stanislaus County Department
of Education & Training
PO BOX 3389
Modesto CA 95358
209-558-2107

TULARE

Tulare County PIC
P O BOX 3146
Visalia CA 93278
209-737-4246

VENTURA

County of Ventura Workforce
Development Department
505 Poli Street
Ventura CA 93001
805-652-7892



